

## 1. Policy Statement

Children's Hearing Scotland (CHS) is committed to supporting staff who wish to undertake volunteering within voluntary and community organisations.

## 2. Purpose and background

As an organisation whose core objectives would not be delivered without the significant contribution and professionalism of its volunteer community, CHS recognises the corporate social responsibility it has to supporting volunteering by its staff across other voluntary and community organisations. CHS will encourage its employees through their personal development plans to develop and harness their skills that might add value to the many voluntary and community organisations who rely on volunteers to achieve their objectives. It is an essential element that CHS is, and is seen to be, a good role model of employer supported volunteering.

The purpose of this policy is to encourage and support employees of CHS to become or who are already involved in volunteering and to recognise the contribution that they make.

This policy is in line with CHS's belief that:

- Everyone has something to offer their community
- Volunteering is a matter of personal choice
- Volunteering helps individual and personal growth

## 3. Types of volunteering

Volunteering is the commitment of time and energy for the benefit of society and the community and can take many forms. It should be freely undertaken and not for financial gain.

There are several ways in which an employee can volunteer within an employer supported volunteering (ESV) programme which may include:

- **Team Challenges:** One off practical tasks completed by a group of employees typically involves, but not limited to, decorating, painting or gardening.
- **Individual volunteering:**  
Employees are able to give regular time, perhaps for one or two hours per week or month. Activities could include mentoring, sports administration or helping at a youth club or befriending an older person.
- **Skills based volunteering:**  
A wide range of skills is required by voluntary and community organisations to help maintain and develop more effective services. Skills based volunteering could include financial or legal services, business planning, marketing or IT support.
- **Board/Trustee Membership:**  
Improve the governance of a voluntary organisation by becoming a trustee or member of the board.

- Fundraising:  
Help to raise funds for voluntary organisations.
- In Kind support:  
Providing a free service to a voluntary organisation including use of facilities for meeting, limited agreed use of computers or photocopiers.

#### 4. **Benefits of employer supported volunteering**

ESV is a three way partnership between employee, employer (CHS) and the organisation receiving the volunteer.

##### Benefits to CHS include:

- Improved reputation and credibility
- Improved staff moral and enhanced work performance
- Different and exciting training and development opportunities
- Improved services via new insights gained into another aspect of the voluntary sector.

##### Benefits to the employee include:

- Developing professional and personal skills
- Working in a completely new environment
- Meeting and working with new people from other parts of voluntary sector
- Contributing to an issue that they care about and support
- Leading projects
- Different and exciting training and development opportunities
- Gaining recognition from their employers and enhancing career prospects.

##### Benefits to the organisation receiving the volunteering:

- Access to high quality volunteers with varied skills
- Better services for vulnerable and deprived groups
- New talent and energy.

#### 5. **Key Principles**

- Staff will be entitled to up to two days (15 hours) paid time off per year to enable ESV (pro-rata for part-time staff) which can be used in part or full days. Staff must seek authorisation from their line manager prior to agreeing to any participation. Authorisation is subject to operational need based on workload, staff coverage etc.
- Where time off with pay is approved, the amount payable per day will be the amount normally payable when an employee is taking annual leave. This should be recorded through the payroll/e-hr system by completing the form at Appendix 1 to ensure accurate records are maintained. Staff will be required to use Annual Leave or Flexi to cover any volunteering commitments which extend beyond the two paid days entitlement.

- It is the responsibility of the receiving volunteer-involving organisation to undertake appropriate security checks, including PVG checks, where this is required for employees volunteering under this scheme.
- Employees must ensure that, where appropriate, health and safety risk assessments have been carried out and any relevant health and safety training has been put in place before undertaking the voluntary work. Copy of the health and safety documentation should be provided to the CHS line manager.
- To protect volunteers, the volunteer involving organisation must have an acceptable Volunteering Policy to ensure a positive volunteering experience. This should include:
  - i. Knowledge of what is expected of them, planned activities and clear instructions
  - ii. Provide adequate support in their volunteering, advise of all appropriate health and safety policies, be aware of the organisation's facilities and where they are e.g. toilets, refreshments etc.
  - iii. Have safe working conditions, including being insured for the activities that they carry out
  - iv. Be briefed and informed of their rights and responsibilities if something goes wrong
  - v. Receive relevant out of pocket expenses
  - vi. Receive appropriate briefing and training
  - vii. Be offered the opportunity for personal development
  - viii. Be free from discrimination

### 6. **Review and Record Keeping**

This policy will be reviewed on a bi-annual basis to ensure that it continues to support CHS' aim of employer supported volunteering. Records will be maintained to monitor the application of the policy. Any employee found to have abused the principles of the policy may be referred to CHS' Disciplinary Procedure.

**APPENDIX 1**

**Volunteering record**

**Name:** \_\_\_\_\_ **Leave year:** \_\_\_\_\_

staff are entitled to up to 2 days (15 hours) for employer supported volunteering per calendar year (January - December), pro rata for part-time working. This cannot be carried forward to the next year. All activity must have prior approval by your line manager.

Date	Hours	Organisation (if applicable)	Activity	Approved (by line mgr)

**Total** number of hours: \_\_\_\_\_