

The Students Union Bath Volunteering recruitment terms and conditions

By recruiting volunteers through the University of Bath Students' Union

you agree to the following terms and conditions:

Good Practice

- Reply promptly to volunteer enquiries.
- Ensure volunteers have a positive and rewarding experience when volunteering for your organisation.
- Accept that at times student volunteers may need to negotiate or change their volunteering hours to fit in with their University commitments.
- Inform us of any problems you may experience with a University of Bath volunteer.
- Keep in touch to let us know when you recruit our volunteers and to share your experiences.
- **Tier 4 visa guidance** – a detailed factsheet stating the students' legal responsibilities regarding volunteering in the UK is featured [here](#)
- **Data Protection** – ensure that all volunteers personal details are kept secure and are not shared with a third party without the express permission of the volunteer

Recruitment, Training and Health & Safety

- Undertake relevant recruitment and selection procedures as appropriate to your organisation.
- Ensure volunteers are given appropriate induction, are made aware of their tasks and responsibilities and have access to line management.
- Arrange necessary training and screening checks.
- Where relevant provide volunteers with a Health and Safety Discussion and/ or training, site awareness, CRB/DBS disclosure costs, materials (equipment, tools, etc.) and protective clothing.
- Where applicable, comply with relevant policies, such as health and safety, confidentiality, child protection, equality, data protection, protection of vulnerable adults, volunteering, complaints, recruitment of ex-offenders and other.
- Make sure that volunteers are made aware and trained on which policies and procedures apply to them.

- Ensure volunteers' reasonable out of pocket expenses are paid according to your policy.
- Ensure that relevant risk assessments take place.
- Ensure full insurance is available for activities in which the volunteer engages.

University of Bath Volunteering Office agree to:

- Promote your volunteering opportunities through our online Volunteer Module, to students registered with our volunteer groups, to University of Bath colleagues and directly to students.
- Keep in regular touch with your organisation.
- Offer face to face, email and telephone guidance to students and staff to make them aware of existing volunteering opportunities and help them choose the best option for them.
- Answer any questions or queries your organisation and volunteers may have.
- Visit your organisation to understand your work and needs.
- Meet with you to discuss the work of your organisation and its volunteer needs.
- Add your contact details to our database and keep you informed about our Volunteering Newsletter, events and other news.
- Meditate between your organisation and University of Bath student or staff volunteers should any problems occur.
- Recognise our volunteers via our Volunteer Recognition Scheme

Volunteers from the University of Bath agree to:

- Represent the University of Bath in a responsible and positive way.
- Get to know and respect applicable health and safety and other policies and procedures at the organisation.
- Undertake relevant training.
- Where applicable allow the organisation to undertake Criminal Record Bureau checks.
- Respect staff and volunteers at the organisation.
- Inform the organisation about any changes to your circumstances, including change of contact details.

- Be a committed, punctual and reliable volunteer and always inform the organisation if you are unable to volunteer.
- If there is a problem or you feel uncomfortable within your role inform your line manager and/ or the University.
- If you no longer wish to volunteer please inform the organisation, ideally with advanced notice.
- **Tier 4 visa guidance** – a detailed factsheet stating your legal responsibilities regarding volunteering in the UK is featured [here](#)
- **Data Protection** – your personal details will be kept secure and not shared with a third party without your express permission. If you have any concerns about what data is kept about you contact the Volunteering Team in the Students' Union who can advise you.