

Guidelines for Organisations

Process:

The process of registering for volunteers from the University of Southampton is as follows:

- Organisation reads guidance notes and registers online at <http://cvdata.susu.org>
- Community Volunteering check the information submitted, and contacts the organisation for more information if necessary.
- When all information has been confirmed Community Volunteering approve the role and advertise it to volunteers via our website and mailing list.
- Community Volunteering refer interested volunteers directly to the organisation (via email wherever possible)
- Organisation meets with volunteer to discuss the role and the mutual suitability of the placement
- If both parties are happy, volunteer will begin volunteering
- As additional roles become available during the year the organisation registers them using the online portal.
- When roles are no longer needed by the organisation they should notify Community Volunteering, who will ensure the role is marked as 'inactive' on the online portal, and is no longer advertised.

Typical volunteering opportunities where we look to place our students include:

- **Administration**
- **Animal Welfare**
- **Arts and Crafts**
- **Children and Young People**
- **Consultancy**
- **Drama/Theatre**
- **Educational**
- **Environment and Conservation**
- **Fundraising & Charity**
- **Governance**
- **Healthcare**
- **International**
- **Media/Marketing/Events**
- **Mentoring/Befriending**
- **Music**
- **Working with older people**
- **Olympics/Paralympics/Cultural Olympiad**
- **Working with people with disabilities**
- **Photography/Film/Radio**
- **Social Enterprise**
- **Social Welfare**
- **Sports**
- **Support & Advice**
- **Translation/Interpretation**

However, we would be keen to hear about further opportunities that you do not think fit into this list.

Recruitment and Timing:

Plan ahead for opportunities and where possible inform us of volunteer roles available, with a minimum of 3 or 4 weeks prior to the start day of the opportunity. This is vital in recruiting student volunteers as the student academic year can move very fast. Term times run from October to June with a break for Christmas (two weeks) and Easter (four weeks) when many students return home. The majority of students also return home during the summer break (June to October). Exams are undertaken during

January and May/June for a 3-week period, course work and practical skills are also assessed regularly. Employment is part of student life, therefore most students participate in some type of paid work.

Commitment:

Volunteering requires a two-way commitment. We stress to our volunteers how important reliability is to the organisations we work with, and encourage them to contact organisations in advance if something is going to prevent them from attending. However, please be aware that student volunteers are often managing hectic schedules so may find that unavoidable lectures, meetings or deadlines can get in the way of volunteering. Similarly, when a student signs up to volunteer with a particular project there is a reciprocal commitment from the organisation that this project will go ahead. If unforeseen circumstances force you to cancel an opportunity please give as much notice as possible.

Role Description:

Please be as detailed as possible when providing Community Volunteering with a description of your volunteer role(s), including all duties that the student will be expected to undertake. This will allow us to advertise an accurate overview of the opportunity, and will help attract potential volunteers. For example, if there are specific times or days of the week that volunteers will be needed, please let us know so that we can ensure only volunteers able to volunteer at those times apply.

Training/Induction:

Certain roles will require a much more intensive training period than others, but as a minimum standard, we would encourage all organisations to carry out a short induction with students covering the following topics:

- Introduction to yourself and your colleagues, including what your roles are within the organisation.
- Brief introduction to the organisation.
- Overview of any policies and procedures that the volunteer should be aware of (eg: health and safety, child protection, confidentiality).
- What the volunteer will be doing (roles and responsibilities – depending on the role this may be a negotiation between yourself and the student as you explore THEIR interests and YOUR needs).
- Support and contact – provide a name and telephone number that they can call if necessary.
- Information on dates and times – make sure the student is clear on the exact days and times the volunteering will take place, as well as start dates and end dates if applicable. This also gives the volunteer the opportunity to let the host know of any days they are unavailable.
- Activity venue – some students will be new to Southampton and will be unfamiliar with the area including street names and bus routes. Providing directions including a map and bus numbers will make the student feel at ease and help them find their way to the venue.

Insurance:

Before we can start advertising your placements with our students you must confirm that volunteers are covered under your organisation's third party insurance. We also need to know the type of insurance (e.g. Public Liability), the level of insurance (e.g. £10 million) and the policy number if you have it.

Please note that if volunteers are not covered by your organisation's third party insurance the University of Southampton will be unable to advertise the opportunity to students. If you think this may affect your organisation please contact volunteering@southampton.ac.uk

Risk Assessments:

Before we can start advertising a role we must have confirmation that a risk assessment covering the volunteer has been completed by the organisation. For advice about how to conduct a risk assessment, please see the Volunteering England website:

<http://www.volunteering.org.uk/resources/goodpracticebank/Core+Themes/healthsafety/riskassessment.htm>

Please note that if a risk assessment has not been completed for this role the University of Southampton will be unable to advertise the opportunity to students. If you think this may affect your organisation please contact volunteering@southampton.ac.uk

Accessibility:

Please let us know if the organisation or role has any accessibility restrictions, be it physical, gender, age or any other factors. For example, your role may be open to female volunteers only, volunteers may need to be a certain age, or you may be based on the third floor without a lift. It's important we know about any restrictions so we can inform students at the earliest possibility if they are not able to apply.

Benefits and Qualifications/Certificates:

Some organisations offer benefits to volunteers such as free membership to the organisation, or a discount in any retail areas, so please let us know if this applies to you so we can ensure they're advertised with the opportunity. Additionally, many organisations also offer the opportunity for volunteers to complete formal training courses, or may provide internal certificates as a thank you, so make sure you include this on the form if necessary.

Transport:

Please bear in mind that not all students have access to their own transport. We would encourage you to ensure that your opportunities are accessible to all, wherever possible. If a volunteer needs their own transport in order to undertake a placement, for example if the organisation is not on a bus/train route, then it is the organisations responsibility to check their driving license and insurance.

Expenses:

Community Volunteering believe that no volunteer should be out of pocket for their volunteering, and many organisations pay a reasonable amount of out of pocket expenses (usually travel expenses) for their volunteers, which we encourage. Students have proven their dedication to volunteering despite the increasing instability of their financial situation, but many simply cannot afford to volunteer if their travel expenses are not covered.

Feedback/Evaluation for students:

We encourage organisations to provide ongoing feedback to the students on how they are doing. This will enable the volunteers to grow in their roles and develop their skills and self-awareness.

Feedback on your contact with us:

We encourage all organisations to let us know where we can develop and improve our systems and our communication with organisations. An evaluation will be sent to each organisation once a year, but we would also encourage you to let us know of any comments and queries you have on an ongoing basis.

If you have any questions please do not hesitate to contact:

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Website: <https://www.soton.ac.uk/careers/volunteering/index.shtml>