

Safe Student Volunteering

Introduction

Cirencester College and the Cirencester College Student Union recognise the value of volunteering both to the educational development of young people and to the local, national and international community. Students will choose to volunteer for many different reasons but as a college we believe volunteering will enable you to:

Gain a deeper understanding of your local community and the world in which you live

Make a difference

Develop a valuable range of new skills

Meet and get to know a diverse range of people

Pursue a personal interest or passion

Make valuable use of your time

Enhance your CV and career opportunities

It is this context that determines the principles outlined below:

Advice for Student Volunteers

It is your choice to become a volunteer but when you make this choice you are assuming a number of responsibilities.

These include:

Taking responsibility for researching and organising your own placement

Ensuring that the charity or organisation you are working with

- has a Health and Safety Policy and carries out essential safeguarding and health and safety checks, and full risk assessments on your behalf
- has an Equality and Diversity policy
- requires you to complete a formal application and offers full induction and relevant training
- provides you with a named supervisor and details of what is required of you as a volunteer, including hours of work, and information about who you will be working with
- carries appropriate insurance
- presents you with clear information about expenses, complaints and disciplinary policies

Being aware that the people you meet may know that you are a student at Cirencester College, and that your behaviour and actions will reflect on the college

Informing your personal tutor of your volunteering activities so that they can help you to make the most out of your placement and maximise its presentation in any UCAS or job application you prepare

Support for Student Volunteers

We believe that arranging your own placement is the best possible developmental opportunity for students. The College and Student Union therefore undertake to provide a range of support that includes:

Providing information on a range of opportunities locally, nationally and internationally through the Careers Library

Providing guidelines on safe volunteering and advising prospective volunteers about the expectations they should have of a placement provider

Providing access to the Learning and Skills Council's "Be Safe" introductory guide to Health and Safety in the Workplace

Providing a central point of contact for both students and Charities through the HE and Enrichment Officer

Offering volunteers the opportunity to talk to others about their experiences

Providing personal tutor support in helping students to research placements, and write up their experiences; personal tutors can also provide short references if required

Developing a volunteering blog on CCO

Advertising volunteering opportunities through the Academy Job Shop and college notice boards

Promoting the benefits of volunteering through the Student Union Fayre

Collating information and feedback from volunteers to inform future volunteers and monitor take-up of placement opportunities

In addition the college will continue to provide and publicize opportunities for volunteering as part of projects we run in-house. These include environmental projects on Wednesday afternoons, supporting other students and charity challenges. You can also undertake volunteering as part of the Duke of Edinburgh Scheme.

The college will not

- enter into any formal partnership arrangements with any organisation to recruit volunteers or vet any organisations
- undertake health and safety inspections, or risk assessments in any workplace or venue
- organise CRB checks for students or charities
- enter into any discussion with organisations about volunteers once they have been placed

For further information visit the website or contact Sarah Blackford (syb).

Desna McAll (March 2010)