

LSE Students' Union Volunteer Policy

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1. Aim

The aim of this policy is to ensure that all students who volunteer through the LSE Students' Union have a safe, enjoyable and fun experience whilst volunteering. We aspire to support all volunteers to get the most of their experience and develop to be the best they can in their role.

2. Purpose of LSESU Volunteer policy

- To ensure all students volunteering for LSESU or on a project organised through LSESU, understand what can and cannot be expected of them as a volunteer
- To ensure student volunteers are recognised, supported and receive recognition for their commitment to LSESU and LSESU voluntary projects
- To ensure that student volunteering benefits all parties involved

Scope

This policy covers all students who occupy non paid elected positions in the SU including Part Time Executive Positions, Democracy Committee, Course Reps, NUS delegates, club committees and team captains, society committees, Media Group and SU recruited positions including LSESU Active Lifestyles Activators.

Definition of a Volunteer

A volunteer is any student who performs any activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone other than, or in addition to, and close relatives. Volunteering must be a choice freely made by each individual (Volunteering England, 2013). Volunteers are not considered employees of LSESU or the organisations with which they have contact with.

The Union recognises three different types of volunteers although some volunteers maybe classed under more than one area depending on which projects they are involved in.

Occasional Volunteers

These are people who volunteer at events such as Freshers welcomers or help with projects, for example by helping with union communication, NUS delegates and some campaigns and community volunteers. They volunteer occasionally, perhaps a few times a year.

Regular Volunteers

These are people who take on a particular task, on an ongoing basis. Regular volunteers would include Student Reps and some community and campaigns volunteers.

Committee members

These people hold positions of responsibility and have been elected by the membership of the Union.

3. LSESU Commitment to our Volunteers

The London School of Economics and Political Science pledges to encourage volunteering among its students. The Volunteer Centre at LSE Careers and Student Union will continue to work in partnership to further develop student volunteering as an integral part of student life.

Volunteering offers benefits to our students and the local community in line with the school's values and commitments. By volunteering students can engage with the wider world, support the environment and gain new skills to compete in a rapidly changing job market.

We encourage departments within the LSE to commit to the points below:

- Recognise the value volunteering has for students' personal development
- Encourage volunteering amongst students
- Promote volunteering to students using the resources available through the Volunteer Centre

4. Recruitment

Elected Volunteers roles require a clear, complete and current description of the duties and responsibilities of their role. They can be found on llesu.com on your union page.

For roles we recruit for we promise to provide the following:

Recruited Volunteers require a clear, complete and current description of the duties and responsibilities of their role. This role description should include:

- Name of staff support and contact details
- Commitment required
- Training on offer
- Employability skills gained
- Benefits of the role

5. Equality, Diversity and Inclusion

LSESU is committed to implementing its Equality, Diversity and Inclusion Policy (the full Policy can be found at llesu.com on your union page), both as an employer and as a Students' Union. It realises that discrimination exists in society, and that this prevents potential and ability from being realised.

As a volunteer, you have the right not to experience discrimination, and the responsibility not to discriminate against others, on any grounds. Please alert the relevant member of LSESU staff should you experience an act of discrimination or perceived discrimination.

6. Training and Development

All volunteers can access further training, informal learning opportunities and personal developments activities, as appropriate for their role.

An annual programme of skills training is provided throughout the academic year for any volunteer who wishes to access it. The full programme can be found at llesu.com under employability and development.

For undergraduates all sessions attended will be recorded on your Personal Development Aide Memoir (PDAM), and societies and clubs committee members will have the opportunity to earn Gold, Silver or Bronze accreditation with rewards for your activity.

7. Recognition

Volunteers contribution to the SU will be recognised through individual STARS Awards and Volunteer Awards held in partnership with the Volunteer Centre annually.

8. Expenses

Students' Union staff will make students aware of their right to claim out of pocket expense for expenses they incur through volunteering activities they are involved in through the Students' Union

The Students' Union will actively encourage volunteers to claim for expenses, to ensure volunteers do not feel pressurised not to claim.

Volunteers will only be reimbursed with out of pocket expenses with the prior permission of the relevant Sabbatical Officer or staff member

Claims should be made using the Payment request form. A copy of this is available at the Activities Resources Centre on the first floor of Saw Swee Hock building.

Claims relating to Clubs and Societies Committees are not covered by this policy please refer to our guidelines at llesu.com in the how to guides for how to claim for Club and Society Activity

9. Health and Safety

All student Volunteers are covered by our Health and Safety Policy (this can be found at llesu.com your union) Student Volunteers putting on events or running trips should follow the risk assessment guidance on our website under the 'how to' section.

10. References and Disclosure and Barring Service (DBS)

Volunteers working with children and vulnerable adults will need to attend compulsory Child Protection Training and where appropriate be referred to a third party for a Disclosure and Barring service check (DBS previously known as CRB) before commencing a project. Failure to do so will result in that project not going ahead. Please see our Safeguarding Policy for more details

11. Confidentiality

In order to fully support volunteers LSESU needs to collect personal data so that the Union can keep in contact – this information is restricted to relevant staff working in the Student Union and will not be passed to a third party without the volunteer's express, written permission.

Student Volunteers must not pass on information of members data to a third party without their express written permission.

12. Insurance

Public Liability insurance is provided for all volunteers engaged in LSESU projects and events. For Clubs, Societies and RAG, volunteers should check their activities are covered by the Union's insurance by speaking to the Student Activities staff.

13. Feedback and complaints

All volunteers are actively encouraged to express their views about all volunteering matters at LSESU. This can be done in person to your support staff contact, via email, or by speaking with one of the Sabbatical Officers.

Volunteers who have concerns or grievances about LSESU, its staff or Officers should follow the procedures that can be found on our website under your union.

14. Key Contacts

Societies Committees - Societies Development Coordinator
Sports Committees - Sports Development Coordinator
Democracy Committee - Engagement Coordinator Democracy
Part time Executive - Engagement Coordinator Campaigns and Events
Course Representatives - Course Rep Coordinator