

HR & OD POLICIES

human resources and organisational development



Volunteers Policy

1. POLICY STATEMENT

Aberdeenshire Council recognise the role and contribution of Volunteers across all Services within the Council.

Aberdeenshire Council aims to:

Provide an environment where volunteers may gain experience, broaden their outlook or skills or use their existing skills and abilities to our benefit.

Promote good practice in the deployment of our volunteers.

Fulfil [Aberdeenshire's Employability Agenda](#)

Ensure application of equal opportunities for volunteers

Clarify the role of volunteers and address the relationship between volunteers, those who engage volunteers and those who receive their services

Set standards of good practice in working with volunteers

2. SCOPE OF POLICY

BACKGROUND

Volunteering is any unpaid activity which involves spending time doing something which aims to help people or to improve the environment. People choose to do voluntary work for a variety of reasons including a sense of public duty, a desire to improve a situation, to gain greater experience or to improve career prospects.

The procedure sets out the process of recruiting and managing volunteers who are under the direct control and responsibility of an Aberdeenshire Council employee. This process should be followed regardless of how frequently the volunteer will undertake work.

Individuals must be registered and enrolled under the corporate procedure to fulfil Health and Safety, training, legal and insurance requirements. Registration will also enable the volunteer to claim for expenses and access ALDO.

3. ROLE OF VOLUNTEERS

The type of activities that volunteers carry out for Aberdeenshire Council range from helping in a school, Day Centre, or an aquarium to coding, gardening and exercise groups. These activities will link with [Aberdeenshire's Employability Agenda](#). Volunteers will not perform the tasks usually undertaken by paid employees.

Anyone can apply who may have a general interest in volunteering.

EMPLOYMENT STATUS

Volunteers are not employees. They will not receive payment for what they do nor will they receive certain benefits such as holiday and sick pay. They will however be protected from unlawful discrimination in the same way as Council employees. The Council also has a duty to ensure, so far as reasonably practicable, the health and safety of its volunteers. Each volunteer will complete a volunteer agreement which will clarify the reasonable expectations of both parties.

Volunteer agreements can be cancelled at any time by either party without any agreed minimum notice. Where possible, we aim to give reasonable notice and would expect the volunteer to give the Council notice of their intention to cease in the role of a volunteer within Aberdeenshire Council.

RELATED LEGISLATION

- Data Protection Act 2018
- Rehabilitation of Offenders Act 1974
- Protection of Vulnerable Groups (Scotland) Act 2007
- Police Act 1997
- Equality Act 2010
- Health & Safety at Work Act 1974

PVG REFERRAL

The manager in charge of or working with a volunteer has a duty to initiate the PVG referral process should that individual meet the criteria. The Protection of Vulnerable Groups (Scotland) Act 2007 requires Aberdeenshire Council to refer to Disclosure Scotland any volunteer who has been doing regulated work with children or protected adults if he or she harms a child or protected adult; puts a child or protected adult at risk of harm; engages in inappropriate conduct involving pornography or conduct of a sexual nature with a child or protected adult; or gives inappropriate medical treatment to a child or protected adult, and the volunteer agreement is terminated or the individual volunteer moved away from access to children or protected adults as a result.

Volunteers

Index of Documents

Revision Date	Previous Revision Date	Summary of Changes
29-11-2012		Creation
01-05-2015	29-11-2012	Revision
February 2020	01-05-2015	Revision
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