

Volunteering - Rights & Responsibilities

The Student	
<p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • To confirm all details relating to the voluntary activity, including expenses, training, supervision, etc. with the organisation prior to starting the volunteering. • To understand and respect the policies and procedures of the host organisation. • To follow Health & Safety requirements and instructions, and not endanger themselves or others during their volunteering either intentionally or through negligence. • To be reliable, behave professionally and respect the organisation's staff, volunteers and clients. • To treat all information about staff, clients and the organisation's work with confidentiality. • To fulfil the agreed commitment to the organisation, including hours required by the organisation, over and above hours needed for a Manchester Leadership Award. • To ensure the organisation is contacted with as much notice as possible if they are unable to volunteer as agreed. • To ensure the organisation is informed with as much notice as possible if the student no longer wishes to volunteer with the organisation. 	<p><u>Rights</u></p> <ul style="list-style-type: none"> • To a free and professional service from the University's Volunteering and Community Engagement Team to help them source appropriate volunteering opportunities. • To efficient and timely responses from the Volunteering and Community Engagement Team in response to queries. • To a discrimination-free environment where reasonable adjustment has been made to make the placement accessible to all. • To a safe and healthy working environment whilst they are volunteering. • To an induction from the organisation at the start of the placement to explain: health & safety issues relating to the tasks or the place of work; relevant information about the opportunity, the host organisation and brief introductions to relevant staff. • To a person at the organisation responsible for their support and supervision, with regular access to and supervision from this person. • To volunteering expenses if agreed at the start of the placement.
The Host Organisation:	
<p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • To ensure a safe and healthy working environment and have a duty of care for the students whilst they are volunteering with the organisation. • To comply with the University's Health & Safety requirements and fulfil all requests for related information. • To notify the University in the event of a safety related incident involving a student. • To provide up-to-date and accurate information to the University's Volunteering and Community Engagement Team regarding opportunities and changes to the status of the organisation so that records can be updated. 	<p><u>Rights</u></p> <ul style="list-style-type: none"> • That the student will fulfil the agreed commitment to the organisation. • To review the volunteering work of any student volunteer and take appropriate action if necessary, including terminating the placement. • To efficient and timely responses from the University's Volunteering and Community Engagement Team in response to queries. • That organisational policies and procedures will be respected and followed by the student volunteer. • That all information shared with the student volunteer about staff, volunteers and clients will be kept confidential.

<ul style="list-style-type: none"> • To provide an induction to volunteers to explain: health & safety issues relating to the tasks or the place of work; relevant information about the opportunity, the host organisation and brief introductions to relevant staff. • To inform the volunteer of the person responsible for their support and supervision within the organisation and ensure regular access to and support from this person. • To cover volunteering expenses incurred in connection with the voluntary activity, if stated when submitting the opportunity. • To organise a Disclosure and Barring Service check where relevant to the voluntary position. • To ensure students do not suffer any discrimination and that reasonable adjustments are made to ensure the opportunity is accessible to all. Where there are genuine and justifiable limitations linked to the opportunity these must be stated when submitting the opportunity. 	<ul style="list-style-type: none"> • That the organisation will be contacted with as much notice as possible by a student volunteer if they are unable to volunteer as agreed. • That the organisation is informed by any students no longer wishing to volunteer with the organisation.
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The University of Manchester:	
<u>Responsibilities</u> <ul style="list-style-type: none"> • To offer a free and professional service to not-for-profit organisations, to help them promote and develop appropriate opportunities for our students. • To offer a free and professional service to students to help them source appropriate volunteering opportunities. • To ensure organisations have completed the necessary documentation (Health & Safety questions and insurance form) before opportunities are promoted to students. • As far as reasonably practical, to assess the suitability and safety of opportunities submitted by organisations. • To contact the organisations prior to the expiry of their Insurance Form to request the completion of a new form. • To respond to organisation and student queries as soon as reasonably possible. 	<u>Rights</u> <ul style="list-style-type: none"> • To expect organisations to provide a safe and healthy environment for students to volunteer in, including the provision of requested information relating to health and safety. • To receive up-to-date and accurate information from organisations regarding opportunities and changes to the status of the organisation so that records can be updated. • To be notified by the host organisation in the event of a safety related incident involving a student volunteer. • To remove placements from the database where health and safety information does not fulfil minimum requirements or where concerns have arisen about a placement, for example where discrimination has taken place.

Mediation

Students and/or the host organisation should make attempts to reconcile any problems between themselves. If this fails, the Volunteering and Community Engagement Team at the University can be contacted and asked to mediate. The University reserves the right to terminate the promotion of the opportunity if no agreement is reached, or if it has concerns relating to safety.