



## UTC Cambridge UTCC staffing as Volunteers Policy

Lead member of SLT:  
UTCC Governor:

Business Manager/HRM  
Safeguarding Lead: Chris Sherwin

### Legislation and reference:

The Protection of Children Act 2003  
Working together to safeguard Children 2013

### Associated documentation

UTC Cambridge Equality and Diversity policy (July 2014)  
UTC Cambridge Complaints policy (July 2015)  
UTCC safeguarding policy and procedures (July 2015)

### UTC Cambridge Vision

UTC Cambridge: Delivering Future Scientists

### UTC Cambridge Mission

Through an innovative curriculum, developed with leading scientists from industry and academia, UTC Cambridge builds bespoke learning solutions delivered in a state of the art science and technology environment that empowers students to manage their academic and career development.

### UTC Cambridge Values

We set ourselves challenging goals, are agile and resilient, to achieve our personal best.  
By respecting one another we enhance our experience and benefit from different perspectives.  
We take individual responsibility, ensuring team delivery.  
By respecting our environment, our world, we make a difference.  
We celebrate positive contribution and aspire to excellence.  
We are morally and ethically responsible in scientific and environmental innovation.

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Review date: July 2017

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## 1. Aims and Objective of the Procedure

1.0 A strategic aim of UTC Cambridge is to work alongside industry partners to enhance the education of UTCC students. The structure of the curriculum is designed to allow students to work on Challenge projects with local employers building professional relationships and gaining invaluable work place skills. UTCC recognises the benefits to our organisation and to the wider community of a structured framework within which volunteering can take place. This Policy sets out the key principles which will be applied whenever voluntary work is carried out for the purpose of UTCC. It applies only to volunteers i.e. those who wish to bring their experience, knowledge and skills to UTCC, on an unpaid basis, to the benefit of the organisation and Student education. It should be noted that volunteers are different from students, those on work placements or those on teacher training, where the primary aim is to obtain work experience or to carry out work or research in specific areas. Volunteering is also distinct from undertaking public duties e.g. participation in UTCC governing body.

## 2. Industry partners and non UTCC employed persons wishing to undertake volunteer work

2.0 Identification of Opportunities There are 2 ways in which non UTCC employed persons may wish to identify and undertake volunteering opportunities with UTCC:

- Placements arranged through UTCC i.e. via an institutional process of “matching” individuals or organisations to Challenge projects within the local community; or
- Placements arranged by individuals. 1.2 To Undertake Voluntary Work whereby a person may wish to undertake a voluntary activity which involves a minimal commitment during normal working hours with UTCC. That person will discuss their requirements with the Principal in the first instance with a view to reaching a mutually acceptable arrangement. The Principal may choose to delegate responsibility for the consideration of individual requests to the appropriate Line Manager. Each request to undertake voluntary work with UTCC will be considered on its individual merits. Approval to undertake external voluntary activities outside normal working hours needs to be sought from the Principal. The Principal holds the right to refuse volunteering or exclude a volunteer if the activities are likely to involve either a conflict of interest with a member of staff's role or will be at the detriment to UTCC.

## 3. Insurance

3.0 Industry partners and individual persons undertaking voluntary activities with UTCC through a placement organised by the UTCC will be covered by the UTCC's Employer's Liability insurance policy. UTCC's insurance policy only covers instances which occur as a result of the UTCC's negligence.

## 4. Policies and Procedures

- 4.0 Industry partners and individual volunteers will be required to comply with UTCC's relevant policies and procedures, including requirements relating to Safeguarding, health and safety and confidentiality.

## 5. Volunteering procedures

- 5.0 Industry partners and individuals interested in undertaking voluntary activities will be required complete a form (Appendix 1), stating basic details of the placement. All applicants for volunteering opportunities will normally be interviewed by an appropriate member of staff from within the relevant area, following consultation with the Principal or a member of SLT. References will be taken up where it is deemed appropriate to do so. Any individual undertaking voluntary activities at UTCC more than a 6 week period will be subject to a Disclosure check at Enhanced level. Under the Protection of Children Act 2003, a "childcare position" is deemed to be one where the individual's normal duties include caring for, training, supervising or being in sole charge of children, or supervising or managing an individual who undertakes these duties.
- 5.0.1 UTCC will supply the following information to prospective Industry partner volunteers:
- 5.0.2 A description of the volunteering activity outlining the specific tasks, responsibilities and to whom the volunteer will be accountable.
- 5.0.3 Terms and conditions, including the duration and hours relating to the placement.
- 5.0.4 A person specification outlining the relevant skills, knowledge and experience required to carry out the activities effectively It is the responsibility of the engaging area to clarify that volunteers have the required skills and experience to undertake the voluntary activity. In accordance with our commitment to equality and diversity, we encourage applications from prospective volunteers across all sections of the community, irrespective of their personal backgrounds.
- 5.1 Disclosure checks are not required for individuals undertaking voluntary activities under a six week period or which are not deemed to be "childcare positions", however all visitors, will be required to:
- 5.1.1 Sign in at reception.
- 5.1.2 Wear a visitor badge at all times.
- 5.1.3 Read, understand, abide by and sign the safeguarding guidelines issued at reception (the signed form will be kept on file at UTCC reception).
- 5.1.4 Wait at reception until greeted by a member of UTCC Staff.
- 5.1.5 Be accompanied at all times throughout your stay on site at UTCC.
- 5.1.6 To know the fire assembly point (next to the hockey pitch at the rear of the building)
- 5.1.7 To return the Visitors badge and sign out at the end of each visit to UTCC.
- 5.2 Visitors, parents or delivery persons on site for a short space of time must sign in and be accompanied to the designated person and then escorted out of the building.

## 6. Remuneration

6.0 No financial remuneration will be made in respect of voluntary activities.

## 7. UTCC induction and support

7.1 Supervision and Support Volunteers will be offered an induction to UTCC and appropriate training to assist them in gaining maximum benefit from the partnership. Volunteers will be assigned a supervisor who will provide appropriate support and training relating to the voluntary activities. Regular meetings will be held to provide individuals with an opportunity to feedback on progress. Volunteers will be provided with reasonable and appropriate facilities and equipment to undertake their placement effectively.

## 8. Complaints By or About Volunteers

8.0 Volunteer will be subject to the UTCC's Complaints Procedure for Volunteers (Appendix 2).



Appendix I.

**UTCC Volunteer Form**

<b>Name of Volunteer:</b>	
<b>Date of that volunteering will commence:</b>	
<b>Expected Time on site:</b>	
<b>Title of Volunteering work/talk/masterclass/challenge</b>	
<b>Name of Employer if applicable:</b>	
<b>E-mail:</b>	
<b>Telephone number:</b>	

**UTCC Information**

<b>Contact at UTCC:</b>	
<b>E-mail of contact:</b>	
<b>Telephone number:</b>	01223 724300

**Details of student audience**

<b>Number of students involved</b>	
<b>Age range of students please circle as appropriate</b>	Y10    Y11    Y12    Y13
<b>Subject/interest group</b>	
<b>Are there any students who cannot be photographed?</b>	

IT will/will not be\* required. (\*please delete one)

**Signed on behalf of the volunteer:** -----

Appendix 2.

Appendix 5 – Risk assessment

Risk assessment for: ..... Date of Risk assessment: ..... Risk assessment performed by: .....  
Signature: .....

What are the hazards?	Who is at risk?	How might they be harmed?	What needs to be done to reduce the risk?

Review date:

Reviewed by:

Signed:


### APPENDIX 3. COMPLAINTS PROCEDURE FOR VOLUNTEERS

UTCC recognises that there may be situations where members of staff, volunteers or external organisations have issues or concerns which require to be resolved. This Procedure outlines the process which will be followed if a complaint is made against a member of UTCC Staff, a volunteer or an individual working with UTCC.

The Procedure aims to establish a framework within which complaints can be dealt with efficiently, fairly and objectively. Wherever possible, issues or concerns should be dealt with and resolved informally. However, if informal actions have failed to resolve a matter to an individual's satisfaction, the following procedure should be followed.

- Complaints about a member of UTCC Staff will be dealt with under the UTCC's Grievance or Disciplinary Procedure as appropriate, depending upon the nature of the complaint.
- Complaints about a member of UTCC staff should be referred to his/her supervisor within UTCC, who will write to the UTCC member of staff outlining the allegations made against him/her and invite him/her to a meeting to discuss the matter.
- Following this meeting, the individual will be notified in writing of the decision and will be provided with the opportunity to appeal if s/he wishes.
- If the Member of UTCC staff wishes to appeal against the decision, s/he will be invited to meet with a more senior manager within UTCC who has had no previous involvement with the matter.
- The UTCC member of staff will be notified of the outcome of his/her appeal in writing following the appeal hearing.
- The UTCC member of staff may choose to be accompanied by a friend or colleague at any meetings held in accordance with the Complaints Procedure.
- Following investigation of the complaint the complainant will be informed that the situation has been dealt with, however, UTCC is under no obligation to supply information on any sanctions issued in line with the data protection act 2002.
- Complaints raised about an individual in an external organisation should be referred to the named supervisor within the external organisation. The supervisor will ensure that the matter is dealt with in accordance with the external organisation's policies and procedures relating to Grievance or Disciplinary Procedures, as appropriate.