

Office volunteer policy

1. About the RC (UK)

The Resuscitation Council (UK) is a UK-wide charity whose purpose is to **save lives** through effective, appropriate resuscitation.

Saving lives is what motivates us to do what we do. It underpins and runs through all our activities.

We do this by:

1. enabling lifesaving through guidelines, standards and education
2. influencing policy & practice
3. building the resuscitation community
4. capturing and putting evidence into practice

2. Definition of an office volunteer

As defined by Volunteering England, volunteering is “an activity that involves spending time, unpaid, doing something that aims to benefit the environment or individuals or groups other than (or in addition to) close relatives.”

Also included within this policy are the following:

- Any person attending the RC (UK) as part of an educational or work experience course that is for a minimum of three months.

Voluntary office workers do not include:

- Members of the Board of Trustees, Subcommittee, Working Groups attending the organisation in order to carry out the duties allocated to them in said capacities
- Visitors to the organisation
- Students/others undertaking short-term work placements (defined as less than three months).

3. RC (UK) expectations of volunteers

- Perform the tasks that they have agreed to carry out to the best of their abilities.
- Be reliable and agree regular hours when they will come in to volunteer and keep their mentor/supervisor informed if their availability changes.
- Carry out their work in line with the aims, objectives and organisational policies and procedures of the RC (UK) (made available to volunteers as part of their induction process).
- Be willing to be flexible and understand that, while the RC (UK) endeavours to meet the expectations of volunteers, there will be times when limited resources will mean that this is not always possible.
- Work constructively and co-operatively with other volunteers and staff.
- Take responsibility for their own personal development, be prepared to actively seek support if it is needed and to participate in any induction, training or feedback activities which are provided.

- Respect the trust the RC (UK) places in volunteers by observing confidentiality at all times and not to disclose to any person or body any information which is confidential. This also applies once a volunteer has left the RC (UK).

4. Recruitment and ongoing development

Recruitment

All volunteer vacancies will be advertised on www.resus.org.uk. The RC (UK) may approach a recruitment agency for assistance.

Induction

All new volunteers will have a one to one induction with their named mentor/supervisor. This will include discussion of their role and agreement of their “tasks”, relevant health and safety information, office attire, data protection, confidentiality and notification of sickness absence.

Checks

Some roles may require volunteers to have a Disclosure and Barring Service (DBS) check. Volunteers will need a DBS check if they are working with children and/or vulnerable adults.

Review/supervision

All volunteer mentors/supervisors are required to have supervision meetings with their volunteers so that tasks can be reviewed on an on-going basis and also to give the volunteer and mentor/supervisor some time to feedback on what they think is going well, what isn't and how the mentor/supervisor can support the volunteer in their work.

The frequency of these meetings should be as agreed between the volunteer and their mentor/supervisor. A key framework for these meetings provided below, however it is up to the volunteer and their mentor/supervisor as to how best to carry out these meetings depending on individual needs:

- What has gone well?
- What has not?
- Is there any particular support required?
- Are there any changes occurring in the team?
- Are there changes occurring in the organisation?

5. Hours of work, duration and notice period

As agreed with the line manager.

6. Expenses

The RC (UK) will cover reasonable travel and lunch expenses, up to £20 per day for travel and £5 for lunch, on provision of receipts.

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