

## NRS VOLUNTEERING POLICY

### 1. POLICY STATEMENT

The purpose of this policy is to define the relationship between the NRS and its volunteers and the principles and terms under which the volunteer opportunity will operate.

### 2. RELATIONSHIP BETWEEN VOLUNTEERS AND NRS

Volunteers complement the paid workforce of NRS but are not a substitute for employees. Volunteers add value, support and diversity to the work of the NRS. Voluntary placements provide NRS with an opportunity to engage with our users and stakeholders whilst providing and receiving new skills and experiences.

#### 2.1 Relationship

Volunteer placements are made on the suitability of the volunteer (skills and experience) to carry out the particular role. Neither NRS nor the volunteer regard the relationship as a contract of employment and there will be no payment or salary made for the tasks undertaken.

#### 2.2 Supervisors

A supervisor will be assigned to all volunteers. The supervisor will be responsible for making all necessary induction arrangements for the volunteer, covering topics such as:

- Health and safety;
- Security;
- Copyright;
- Codes of Conduct;
- Role/remit;
- ICT systems;
- Document handling.

Volunteers will also be introduced to other colleagues and sources of support. At the end of a placement, the supervisor will conduct an Exit Interview.

#### 2.3 Fairness

NRS is committed to treating Volunteers with dignity and respect. It is our policy to ensure, as far as reasonably practicable, Volunteers are able to undertake task and activities, in an environment free from harassment, victimisation, discrimination and/or bullying.

NRS Volunteer Supervisors are responsible in the first instance for dealing with any issues raised. If the situation cannot be resolved informally a formal complaint can be made using the [NRS Complaints Handling Procedure](#).

## **2.4 Training**

NRS may arrange additional training throughout the opportunity as required.

## **2.5 Expenses**

All reasonable and actual expenses incurred by the Volunteer whilst carrying out the tasks will be reimbursed by NRS. This will not include usual travel from home to the office of placement.

## **2.6 Insurance**

All Volunteers engaged in NRS activities are indemnified under NRS public liability insurance.

## **2.7 Confidentiality, Copyright and Data Protection**

Volunteers must not disclose confidential information or use it for their own, or another's, benefit without the consent of the party concerned.

All the material that NRS creates is Crown copyright. We ask that all Volunteers assign to the Crown the rights of any material they have created while volunteering for us, so that it can be freely used.

NRS will store and maintain Volunteers' personal data with appropriate safeguards for confidentiality.

## **2.8 Duration of Opportunity**

The duration of the opportunity, depends on the task being undertaken. There is no enforceable obligation imposed on the volunteer to attend but there will be a presumption of mutual support, reliability and flexibility. Days and times of attendance will be agreed between the Volunteer and Supervisor. Volunteer are free to end the opportunity at any time. An end date should be agreed between the Volunteer and Supervisor.

All volunteers will be required to sign a Volunteers Agreement at the beginning of a placement. Breaches of this agreement may result in the ending of the opportunity.

## **3. SELECTION OF VOLUNTEERS**

An application form is available to all interested in volunteering with NRS. We will select volunteers according to task needs and aim to match volunteers with the appropriate skills, knowledge and experience to suitable tasks.

You can apply to become a Volunteer as long as you are a UK national or have dual nationality with one part being British. In addition, opportunities are open to Commonwealth citizens and nationals of any of the member states of the European Economic Area (EEA).

Volunteers will be invited to a small informal meeting with the Supervisor to discuss their skills, knowledge and suitability for the proposed task.

## 4. SECURITY

### 4.1 Basic Disclosure Certificate

If you have lived in the UK for the last 6 months or more, then you must provide us with a Basic Disclosure Certificate which is provided by Disclosure Scotland (disclosing criminal history information. Please note that there is a cost for the certificate. Current charges and further information on Disclosure certificates can be found at Disclosure Scotland's [website](#). You can apply for your Basic Disclosure Scotland certificate quicker by applying online at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk) provided you have lived at your current address for the last 12 months. Please note that in order for the Scottish Government to accept a Disclosure Certificate it must be dated within the last 12 months.

### 4.2 Baseline Personnel Security Standard

As of 1<sup>st</sup> January 2008 the Scottish Government introduced a new Baseline Personnel Security Standard (BPSS) which provides a more consistent and rigorous screening process for those interested in working for or alongside Scottish Government, including NRS staff. If you are successful in obtaining a volunteer opportunity, you will be subject to these additional security checks.

This means that as a minimum you will be required to provide:

- Photographic ID, preferably a Passport or Photo Driving Licence. *Please note that student cards and library cards are not acceptable.*
- Your original birth or adoption certificate (long version only).
- A bill or financial statement for your current address dated within the last 6 months.

## 5. DIVERSITY

It is the aim of NRS to treat everyone whether staff, colleagues from other organisations or members of the public fairly, and with respect. We believe that our workforce should reflect the people of Scotland in all its diversity, character and culture.

So, we treat that work for us and with us equally, irrespective of sex, marital status, age, race, ethnic origin, sexual orientation, disability, religion or belief, working pattern, gender identity, caring responsibility or trade union membership. We appoint volunteers on the basis of their merit – their skills, aptitudes and attitude – nothing else.

## 6. INDUCTION

New Volunteers to NRS will be provided with an informal induction to welcome them to the Department, which will include a Health & Safety briefing. . A Volunteer Handbook will also be provided.