Volunteer Policy

Date: *12 October 2017*

Version: *3.1*

Review Date*: September 2020*

Policy Title	*Volunteer Policy*
Policy Number:	*POL014*
Version	3.1
Policy Sponsor	*The Director of Library Services*
Policy Owner	*The appropriate Assistant Director*
Committee and date recommended for approval	*Services Committee 14 September 2017*
Date Approved by the Board	*12 October 2017*
Equality Screening Status	Screened: 12 November 2014
Date Set For Review	*September 2020*
Related Policies	*Safeguarding Policy* *Data Protection Policy* *Equality Policy* *Health and Safety Policy* *Social Media Policy* *IT Security Policy*

Libraries NI

Volunteer Policy

1. Introduction

1.1 Libraries NI recognises that people in society welcome volunteering opportunities, the ability to contribute to their local communities and, in some cases, the opportunity to build confidence, develop skills and gain experience.

1.2 Libraries NI also recognises the potential to enhance and enrich library services through the appropriate deployment of volunteers.

1.3 From the outset it is important to note that volunteers complement existing staff and services and are not a substitute for posts within our organisational structures. Volunteers are not employees of Libraries NI.

2. Purpose

2.1 The purpose of the policy is to ensure a consistent approach to the deployment of volunteers within Libraries NI.

3. Policy

3.1 Libraries NI:
- recognises the positive role that volunteers may play within the service
- will ensure that volunteers complement the roles of the paid staff of Libraries NI
- commits to good practice in volunteer management and, in turn, requires volunteers to enter into a commitment
- may work with organisations which provide volunteers for specific initiatives or services
- will only accept volunteers into the service where staffing levels permit the time to be spent ensuring they receive the support they need
- will only accept volunteers into the service having satisfactorily completed necessary checks and training, required for people working with the public and, potentially, with vulnerable groups
- will continue to develop volunteering opportunities, ensuring that all initiatives, schemes, roles and opportunities are approved by management at the appropriate level

3.2 It is recognised that some volunteers may be seeking specific experiences for example, school or university placements. In these instances it is recognised that Libraries NI will be further enhancing the skills of the individual. In some situations the service may require to provide more support to the volunteer. Each of these applications would therefore be considered on an individual basis and within the resources of the service to meet those needs at any given time.

3.3   It is also recognised that placements may be sought for people with special needs. In some situations the service may be required to provide more support to the volunteer. Each of these applications would therefore be considered on an individual basis and within the resources of the service to meet those needs at any given time.

4.   Authority

Policy Sponsor: The Director of Library Services is the Policy Sponsor.
Policy Owner: The appropriate Assistant Director is the Policy Owner.
Policy Contact: The appropriate Managers are Policy Contacts.

5.   Related Documents

Policies
- Safeguarding Policy
- Data Protection Policy
- Equality Policy
- Health and Safety Policy
- Social Media Policy
- IT Security Policy

Procedures, Guidelines and Other Documents
- Gifts and Hospitality
- Code of Conduct for Staff
- Smoke Free Workplace Policy
- Voluntary Work Agreement
- Volunteer Application Form
- Volunteer Exit Checklist
- Volunteer Induction Checklist