

Volunteer Policy

Date: September 2020

Review Date: September 2023



Policy Information

Policy Title	<i>Volunteer Policy</i>
Policy Number	<i>POL014</i>
Version	<i>4</i>
Policy Sponsor	<i>The Director of Library Services</i>
Policy Owner	<i>The appropriate Head of Service</i>
Committee and date recommended for approval	<i>Services Committee, 6 August 2020</i>
Date Approved by the Board	<i>15 October 2020</i>
Equality Screening Status	<ol style="list-style-type: none"> <i>1. Screened: 12 November 2014</i> <i>2. Screening Reviewed: 24 August 2020</i>
Rural Needs Impact Assessment Status	<i>1. Assessed: 20 July 2020</i>
Date Set For Review	<i>September 2023</i>
Related Policies	<ul style="list-style-type: none"> <i>• Safeguarding Policy</i> <i>• Data Protection Policy</i> <i>• Equality Policy</i> <i>• Health and Safety Policy</i> <i>• Social Media Policy</i> <i>• IT Security Policy</i>

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 develop skills and gain experience.
- 1.2 Libraries NI acknowledges the potential to enhance and enrich library services through the appropriate involvement 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.
- 1.4 This policy does not address the support that Libraries NI receives from time to time from individuals, normally on account of their specialist knowledge or skills, which are offered on a voluntary basis, for example, a local historian advising on a specific exhibition, as these are not considered formal volunteer opportunities. However, Libraries NI does acknowledge the important way this enables libraries to connect to communities of interest.

2. Purpose

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

3. Policy

- 3.1 Libraries NI:
 - recognises the positive role that volunteers may play within Libraries NI
 - 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 to work positively in a way which enhances services delivered
 - will work with organisations which provide volunteers for specific initiatives or services
 - will only accept volunteers where staffing levels permit the appropriate level of support for volunteers
 - will ensure that volunteers have satisfactorily completed any necessary checks and training, required for people working with the public where appropriate and, potentially, with vulnerable groups
 - will continue to develop volunteering opportunities, ensuring that initiatives, schemes and opportunities are approved by management at the appropriate level.

- 3.2 Some volunteers may be seeking specific experiences for example, through school or university placements. In these instances, Libraries NI will be further enhancing the skills of the individual. In some situations, this may require Libraries NI staff to provide more support to the volunteer. Each of these applications will therefore be considered on an individual basis and within the resources of Libraries NI to meet those needs at any given time.
- 3.3 It is also recognised that placements may be sought for people with special needs. Each of these applications will be considered on an individual basis and within the resources of Libraries NI to meet the needs of the individuals at any given time.

4. Authority

Policy Sponsor: The Director of Library Services is the Policy Sponsor.

Policy Owner: The appropriate Head of Service is the Policy Owner.

Policy Contact: The appropriate Managers are the 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
- Smoking in the Workplace
- Code of Conduct
- Role descriptions for volunteers
- Guidance and checklists for recruitment, training and management of volunteers