

# NHS Cheshire CCG Staff Volunteering Policy

**NHS Cheshire CCG Staff Volunteering  
Policy Effective from *to add*  
Applies to all employees of NHS Cheshire CCG.**

This document should be read in conjunction with:

- Capability Policy
- Attendance Management Policy
- NHS Terms & Conditions Handbook
- Equality & Diversity Policy
- Health and Safety Policy
- Lone Workers Policy

<b>Policy Revisions and Amendments</b>			
<b>Date</b>	<b>Section</b>	<b>Reason for Change</b>	<b>Approved By</b>

<b>Policy Obsolete</b>		
<b>Date</b>	<b>Reason</b>	<b>Approved By</b>

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## **1. Introduction**

The purpose of this document is to define the CCG's policy for providing staff volunteer opportunities within the local community. The aim of this policy is to inform employees and managers of the levels of entitlements and to provide a framework for the process to ensure consistent standards and good practice are applied.

## **2. Scope**

This policy applies to all staff employed or working within the CCG.

## **3. Policy Statement**

The CCG is committed to promoting health, reducing health inequalities and delivering the best possible care for our local population within the resources available. We recognise volunteering as an essential aspect of our patient and public involvement work, which will help to build better links and relationships with our local community.

As such, we are committed to encouraging and enabling our staff to participate in volunteering activities to support their personal development, help the CCG achieve its objectives, values and vision by delivering benefits in communities where we operate.

We aim to make a positive contribution to the community through the development of, and involvement in, a range of initiatives and programmes, working closely with our local partners.

The CCG considers staff volunteering an essential element within our health and wellbeing agenda. Therefore we aim to support worthwhile volunteer placements that will benefit and optimise performance of both our staff and the CCG.

The purpose of this document is to set out the CCG's approach to the management of staff volunteer opportunities within the local community and the procedure that should be followed.

## **4. Definitions**

### **4.1 Staff Volunteers**

For the purpose of this document, a staff volunteer is a CCG employee who wants to apply for a volunteering position outside the CCG.

### **4.2 Local Community**

For the purpose of this document, volunteering within the local community will apply to placements within the county of Cheshire.

## **5. Duties & responsibilities**

### **5.1 CCG**

The CCG has delegated responsibility to the Executive Team for setting the strategic context in which organisational process documents are developed, and for establishing a scheme of governance for the formal review and approval of such documents.

## **5.2 Accountable officer**

The Chief Officer has overall responsibility for the strategic direction and operational management, including ensuring that CCG's process documents comply with all legal, statutory and good practice guidance requirements.

## **5.3 Delegated Responsibilities**

The Executive Director for Governance and Corporate Development has the lead responsibility for ensuring that the staff volunteer policy is implemented and ensuring alignment with the CCG's business plan and long-term strategy.

## **5.4 Line Manager**

The relevant Line Manager will be responsible for:

- the co-ordination of all processes in relation to approval, placement and management of staff volunteers in line with this policy.
- provision of a central point of contact for all staff volunteers and manager requests for volunteering requests within their team.
- Managers are responsible for ensuring staff within their area of responsibility are aware of this policy and that staff adhere to the advice and guidance.
- assessing staff involvement in line with CCG priorities taking into account the benefits both to the individual(s) and to the CCG.
- working with employees to agree the most suitable opportunity based on existing skills and personal development goals.
- ensuring full consideration of staff requests for volunteering opportunities and completing the necessary approval pro-forma and risk assessment.
- ensuring that all mandatory training has been completed prior to acceptance for 'Volunteer' activity.

## **5.5 Staff**

Staff will be responsible for ensuring that they are familiar with the volunteer policy and are aware of the opportunities and scope of volunteering activities within the local community. Staff are required to discuss proposals for employer-supported volunteering activities and associated needs for support with their line-managers well in advance of their involvement.

## **6. Principles**

- to ensure recognition of the important role volunteering plays within the local community and the benefits that staff volunteering can bring.
- to ensure that the CCG follows recognised standards of good practice in providing volunteer opportunities to staff.
- to offer a step-by step guide on how staff can engage in volunteering opportunities within the local community through positive and worthwhile placements that will be of benefit to staff, the CCG and our local population.
- to give a cohesive and consistent set of guidelines to ensure that staff volunteers are fully supported during their volunteer work.

## **7. Eligibility**

All staff employed or working within the CCG will be eligible to participate in the staff volunteer programme. Where staff are employed by another organisation i.e. through a shared service agreement, prior agreement with the employing organisation will be required. Where employees are being managed under the formal capability procedure, consideration by the line manager to defer volunteer opportunities may be considered where appropriate.

## **8. Time Commitment**

Staff will be eligible to apply for a volunteer opportunity for one day per annum, pro-rata for part-time staff. This time may be taken at a minimum of a half day per placement. In exceptional circumstance, at the discretion of the Executive Director, more than one day may be granted, in line with the agreed procedure as detailed below.

Time off for volunteer opportunities will be at full pay, and where opportunities may exceed one working day, a combination of paid / unpaid / annual leave or flexible working may be provided.

Where the volunteer placement falls on a non-working day, where applicable, time back in lieu (at plain time) will be provided in agreement with the line manager.

Individuals who have been granted paid leave under these arrangements must provide formal confirmation from the voluntary organisation confirming their participation, covering the period of paid leave. Failure to provide these details may result in the individual being required to use annual leave or time back in lieu to cover the period of absence.

## **9. Attendance**

Sickness or other absences during a volunteering day should be reported in usual way, in line with local policies and procedures.

## **10. Expenses**

It will be the receiving organisation's responsibility to reimburse staff travel costs associated with volunteering placements.

## **11. DBS Check**

In situations where the volunteer placement requires staff to have substantial contact with young people or vulnerable adults (e.g. elderly people, adults with a learning disability), it is likely that they will need a current enhanced DBS check. It is the responsibility of the voluntary organisation and/or the individual employee to identify when this check would be necessary and ensure that this has been undertaken before they commence any volunteering activity.

## **12. Whistle-Blowing (Raising Concerns at Work)**

All staff working in the NHS have a contractual right and a duty to raise genuine concerns they have with their employer about malpractice, patient safety, financial impropriety or any other serious risks they consider to be in the public interest.

The CCG will take any malpractice or wrongdoing seriously and encourages staff to raise any concerns during the course of a volunteer placement where, due to malpractice, fraud, abuse or other inappropriate acts/omissions, the interest of others or the organisation itself is at risk staff should raise. Any concerns should be raised in line with local arrangements within the voluntary organisation and in line with the CCG's Whistle-blowing Policy.

## **13. Conflicts of Interest**

Support will be provided both to staff becoming involved in new volunteering activities as well as those who may already be actively involved. The CCG will take into consideration any conflict of interest when approving volunteer placements for members of staff dependent on their individual role and organisation / project the opportunity is placed with.

Volunteering on behalf of political groups will not be supported.

## **14. Health & Safety**

The CCG acknowledges that whilst it is allowing its staff to undertake, paid volunteer work/support, it has a duty of care to its employees under the Health and Safety at Work Act 1974 and Managing Health and Safety at Work Regulations. Managers and staff volunteers should refer to the Health and Safety policy for further guidance.

Whilst the CCG may endorse the chosen volunteering activities of staff, they cannot accept responsibility for insuring staff when engaged in activities outside of its premises. Individuals must therefore ensure that they are adequately covered by their chosen voluntary organisation. The CCG will take responsibility for checking that adequate insurance cover is provided and will inform staff about this.

A risk assessment must also be completed prior to any placement being undertaken. This must be completed by their line manager or competent person who is able to identify control measures required are in place and adequate. This may include additional training requirements or lone working strategies to mitigate risks identified.

## **15. Procedure**

### **15.1 Application**

All staff wishing to apply for a volunteer opportunity within the local community will be asked to complete a Staff Volunteer Application Form (appendix 1).

This form should be approved by your line manager and submitted to their Line Manager for consideration and approval.

Consideration of all applications will be made in line with the needs of the service.

### **15.2 Evaluation**

On completion of the volunteering activity the member of staff will be asked to complete a Staff Volunteering Evaluation Form (appendix 2) and return it to their line manager in order that the CCG can review the benefits of volunteering.

## **16. Volunteer Expectations and Responsibilities**

### **16.1 Volunteers can expect:**

- the CCG to provide support in identifying placements that match their availability, skills and abilities, needs and areas of interest

### **16.2 Staff Volunteers are expected to:**

- show commitment to the area of work in which they are involved
- treat all service users, staff and other volunteers with dignity and respect during their placement

### **16.3 Staff Volunteers are obliged to:**

- comply with all CCG policies and procedures
- keep any person identifiable information of service users/staff/others strictly confidential
- bring to the attention of the manager any concerns they might have regarding their own health and safety or a change in their own circumstances that might affect their

ability to carry out the role

- highlight any concerns they may have about behaviour, safety, security, or any other matter, in accordance with the CCG's Whistle-blowing (Raising Concerns at Work) policy
- disclose any conflict of interest they may have in connection with their volunteer placement

## **17. Implementation**

This policy will be available to all staff, via the CCG staff Intranets, for use in the circumstances described on the title page.

All managers are responsible for ensuring that relevant staff within the CCG have read and understood this document and are competent to carry out their duties in accordance with the procedures described.

Detailed guidance on implementing the policy and assistance with writing policies may be obtained from the Human Resources Team.

## **18. Training Implications**

It has been determined there are no specific training requirements associated with this policy/procedure.

## **19. Monitoring**

This policy is intended to be non-discriminatory, promote fairness and equity in the treatment of individuals and good employee relations. Use and compliance of this policy will therefore be monitored by the HR Department on an annual basis.

The policy and procedure will be reviewed periodically (no less than every two years) by Human Resources in conjunction with operational managers and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

Staff who become aware of any change which may affect a policy should advise their line manager as soon as possible. The Governance Team will then consider the need to review the policy or procedure outside of the agreed timescale for revision.

## **20. Equality Analysis**

In applying this policy, the CCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

An Equality Impact Assessment has been carried out on this policy

**Staff Volunteer Application Form**

This form is to be used to request approval for a volunteering opportunity outside of the CCG. Please note, no action must be taken until approval is gained from your Line Manager.

Name :	
Job Title:	
Department:	

Role /Title of Volunteer placement:	
Receiving Organisation:	
Date of Volunteer placement:	
Number of days requested (minimum half day blocks):	

Please use this space to describe the volunteer opportunity, including role and responsibilities:

Please describe how this role will contribute to the objectives of the CCG. Please include which objectives, projects this will support and how this will be achieved

**Line Manager Approval:**

Signed ..... Date.....

Print Name.....

Job Title .....

**Staff Volunteer Placement - Evaluation Form**

To enable us to assess how useful you found your volunteer placement it would be extremely helpful if you would answer the following questions. This information may be used to develop programmes for future placements.

1. What did you hope to achieve from your placement?

2. Has this been achieved? (please circle)

Yes                  No

3. Do you feel your placement contributed to the CCG and objectives?  
(please circle)

Yes                  No

If yes, please describe how your placement has contributed to the CCG objectives

If no, please explain why

4. Do you feel your placement has given you further skills and experience?  
(please circle)

Yes                  No

If yes, please describe how your placement has enhanced your skills and experience

If no, please explain why

5. Do you feel the structure of the volunteer placement was (please circle)  
Excellent                  Very Good                  Average                  Poor                  Very Poor

6. Which aspect of the placement did you find most interesting?

7. Which aspects of the placement did you find least interesting and why?

***Please return this completed form to your Line Manager***

## Governance Backpage

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