



Procedure No. 7.49 – Working with Volunteers

Our Aim

This policy is intended to set out the values, principles and policies underpinning the College's approach to working with volunteers.

Our policy

Portland College greatly values the services of its volunteer workforce. Our aim is to work positively and co-operatively and to appreciate the help and support this element of our community provides for the students and the college.

The College does however recognise the potential issues to students, visitors or staff if volunteers are not thoroughly recruited and selected prior to them commencing any duties, if they are not given adequate health and safety guidance and training appropriate to the tasks they will be asked to fulfil. It is noted that a volunteer may also breach confidentiality or may give inappropriate advice and information to other members of the Portland community.

Our practices

- All volunteers are required to complete an application form, provide two relevant professional/personal references and agree to the criminal records background check with the DBS. Voluntary duties cannot commence until the College is in receipt of two satisfactory written references and the DBS disclosure as a minimum.
- Contact with students will not be permitted on an unsupervised basis at any time.
- Volunteers will not be permitted to provide personal care to students and should not be present when trained members of staff are performing these duties.
- All volunteers are expected to comply with College policies and procedures which are relevant to their role and with their 'engagement' by the College in general.
- All volunteers will be given clear written guidance of the tasks they will be expected to perform. This will include, where appropriate, a list of items which the volunteer should not attempt to do, and those that the volunteer should only carry out with the assistance of trained staff.
- All volunteers will be supervised by a member of trained staff who will be aware of the responsibility on them and should organise regular opportunities to sit down and talk with the volunteer about how they are getting on, about problems encountered and about plans for the future.
- All volunteers should be encouraged to check with their supervisor before taking on work that they are not confident about.
- Induction training will be organised for all new volunteers by the relevant Department Manager. This covers as a minimum: Health & Safety; Fire Safety; Data Protection & Confidentiality; Equality & Diversity.
- Suitable training will be offered to volunteers in all other areas appropriate to the tasks they are being asked to undertake.

Lead Department

Human Resources



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Standard Distribution

Specific Distribution

Health & Safety Manager

Senior Tutors

Programme Team Leaders

Youth Leader in Charge

Student Council

Staff Council