



EMPLOYER SUPPORTED VOLUNTEERING POLICY - COVID-19 RESPONSE -

Where possible, staff are asked to volunteer their time in roles across priority areas; Public Health, Social Care and Education. Visit <https://www.myjobscotland.gov.uk/councils/glasgow> for more information.

This policy applies to all Glasgow Life employees, both part time and full time who are not available to utilise their skills via *myjobscotland* and want to volunteer in their local community during normal working hours.

1. Statement of Intent

This policy is intended to support, encourage and develop the skills of employees by facilitating their involvement in volunteering during the Covid-19 response period.

For the purposes of this policy, voluntary activity can be defined using the definition of volunteering held by the Scottish Government:

“the giving of time and energy through a third party, which can bring measurable benefits to the volunteer, individual beneficiaries, groups and organisations, communities, environment and society at large. It is a choice undertaken of one's own free will, and is not motivated primarily for financial gain or for a wage or salary.”

1.1 Whilst employees will be in receipt of their contractual pay and existing grade when volunteering (in line with this policy), they must not receive payment (apart from claiming appropriate out of pocket expenses) from the host organisation which they have chosen to donate their time to.

Glasgow Life will not reimburse any expenses incurred as a result of Employer Supported Volunteering.

1.2 Employer Supported Volunteering (ESV) brings benefits to both Glasgow Life and its employees. It:

- allows staff to develop and improve their morale and motivation
- increases the skills base
- supports the wellbeing of staff members
- enhances the public perception of the organisation
- improves our links and networks within the communities

1.3 Opportunities do not necessarily need to be related to an employee's current role or skills, they can be a chance to try something new. Alternatively, employees may want to put their expertise to use (for example those from ICT, Legal) to help those who may not usually have access to specialist skills.

2. General Principles – Voluntary Activities

2.1 All volunteering supported by Glasgow Life should:

- Support Glasgow Life's priorities and strategic objectives
- Address employee interests and contribute to their individual personal development
- Target identified community need and benefit the people of Glasgow

An employee may apply for volunteering leave for part or all of their contracted hours. This applies to both part time and full time employees and must be authorised by Glasgow Life Line Manager.

The release of employees from work to participate in voluntary activities must be balanced against the other demands and priorities of Glasgow Life.

Following a discussion with your line manager you should confirm if your role contributes to essential services. This is a decision made between your line manager and the senior leadership team. If you are not an essential services worker, you may apply.

NB: The list of agreed host organisations you can apply to volunteer with, can be found here:

<https://www.glasgowlife.org.uk/volunteer-with-us/>

If you would like to add a new organisation to the agreed list, please contact volunteering@glasgowlife.org.uk

2.2 The host organisation is responsible for ensuring any required safeguarding checks are processed and in place prior to the start of the volunteering activity.

2.3 The host organisation is responsible for ensuring any Glasgow Life employees volunteering with their organisation are:

- provided with necessary PPE and shown how to appropriately use this
- aware of, and adhering to, the latest Government guidance on social distancing and Covid-19
- aware of, and adhering to, the latest NHS guidance on social distancing and Covid-19

2.4 The host organisation must meet the requirements including insurance, safeguarding, risk assessments etc. of the host organisation agreement. Organisations may include; Registered Charities, Community Amateur Sports Club (CASC), Scottish Charitable Incorporated Organisation (SCIO), Constituted Group, non – profit groups and Social Enterprises.

2.5 No employee should apply to volunteer until they have received confirmation that their request has been approved by their line manager.

3. How to apply - Guidelines for Employees

- Discuss with your line manager to confirm if your role contributes to essential services. If you are not an essential services worker, you can apply to volunteer.
- If line manager approves, complete the [ESV online form](#) . View list of agreed host organisations online <https://www.glasgowlife.org.uk/volunteer-with-us/>
- The volunteering staff team will pass on your details to the voluntary organisation and the organisation will contact you directly regards next steps.

- Employees on volunteering leave must still report to Glasgow Life line manager in line with our policies and procedures in relation to maximising attendance and annual leave. Employees must also notify their host organisation in relation to this if they are unable to attend their volunteering shift.
- After the volunteering leave is completed, employees should complete a post – ESV report online. <https://surveys.glasgowlife.org.uk/s/EmployerSupportedVolunteering/>.

This will help monitor the outcomes of Employer Supported Volunteering opportunities and the impact of volunteering as an employee.

4. Guidelines for Line Managers

- Discuss with your employees to confirm if their roles contribute to essential services. Promote ESV to non-essential services workers only.
- Employee completes the [ESV online form](#)
- An employee may apply for volunteering leave for part or all of their contracted hours. This applies to both part time and full time employees and must be authorised by Glasgow Life Line Manager.
- Employees on volunteering leave must still report to Glasgow Life line manager in line with our policies and procedures in relation to maximising attendance and annual leave. Employees must also notify their host organisation in relation to this if they are unable to attend their volunteering shift.
- Glasgow Life Line Manager reserves the right to contact an organisation to confirm the employee is engaged in voluntary work for the requested number of hours.

Related Documents

- [ESV online form](#)
- Employer Supported Volunteering Partner Agreement – Appendix 1

If you have any questions or require more information regarding Employer Supported Volunteering please contact volunteering@glasgowlife.org.uk



Employer Supported Volunteering – Partner Agreement

Formal Agreement

The following is a Formal Agreement between Glasgow Life (“The Provider”), Commonwealth House, 38 Albion Street, Glasgow G1 1LH and “The Host”:

Organisation Name	<Insert>
Address	<Insert>
Telephone	<Insert>

1.0 Background

1.1 Glasgow Life recognises the value of volunteering to its employees as individuals and to the community, acknowledging the positive contribution this can have on our communities and their own individual development.

1.2 Employer Supported Volunteering (ESV) brings benefits to both Glasgow Life, its employees and partner organisations. It:

- allows staff to develop and improve their morale and motivation
- increases the skills base
- supports the wellbeing of staff members
- enhances the public perception of the organisation
- improves our links and networks within the communities

1.3 All employee volunteering supported by Glasgow Life should:

- Support Glasgow Life’s priorities and strategic objectives
- Address employee interests and contribute to their individual personal development
- Target identified community need and benefit the people of Glasgow

2.0 The Agreement

2.1 This partnership agreement will support the provision of employees of “The Provider” as employer supported volunteers to “The Host” who agrees to the following:

- All appropriate safeguarding checks e.g. PVG membership, will be carried out and in place before the start of any volunteering role. All resultant safeguarding costs will be picked up by “The Host”



Employer Supported Volunteering – Partner Agreement

- All necessary Health & Safety and Risk Assessment procedures for any volunteering role have been carried out by “The Host” to ensure the safety of employees of “The Provider”
- “The Host” will ensure any GL Employees volunteering with their organisation are:
 - provided with any Personal Protective Equipment (PPE) required for the role and shown how to use this
 - aware of, and adhering to, the latest Government guidance on social distancing and Covid-19
 - aware of, and adhering to, the latest NHS guidance on social distancing and Covid-19
- “The Host” has the necessary insurance cover in place as required by “The Provider” -
 - Public Liability Insurance of £5 million
 - Employer’s Liability insurance of £10 million
 - Professional Indemnity Insurance £5 Million
- “The Host” will ensure that all employer supported volunteers have been provided with clear, written information regards their volunteering role and responsibilities, including the frequency and duration of the volunteering activity
- “The Host” will be responsible for the adequate training and supervision of all employer supported volunteers during the term of their volunteering role
- “The Provider” may withdraw the services of an employer supported volunteer to “The Host” at any time as a result of business exigencies, with one week’s notice

3.0 Expenses

3.1 “The Provider” will continue to pay their employee’s salary during the period of their volunteering role for any duties carried out within the employee’s normal working hours and which form part of the agreed volunteer activity

3.2 “The Host” should reimburse any reasonable out of pocket expenses e.g. travel costs, direct to the volunteer during the term of the volunteering role and in line with their own organisation’s Volunteering Policy.

4.0 Review or Termination of the Agreement

4.1 This Partnership Agreement will be reviewed by both parties on a bi annual basis

4.2 “The Provider” or “The Host” may withdraw from this ESV Partner Agreement at any time in writing by providing one week’s notice

4.3 This agreement will be considered broken and will be terminated if “The Host” fails to meet any of the requirements outlined in section 2.0



Employer Supported Volunteering – Partner Agreement

This Formal Agreement Will Commence on:

The Provider:

Signed Provider Nominee	
Name and Job Title	
Contact Details	
Date	

The Host:

Signed Host Nominee	
Job Title and Contact Details	
Date	