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Bridgewater Housing Association Policy	
<b>Policy name</b>	Employee Volunteering Policy
<b>Policy category</b>	Corporate (HR)
<b>Policy number</b>	CS66
<b>Date adopted</b>	2024
<b>Last review</b>	NA – New Policy
<b>This review</b>	May 2024
<b>Next review</b>	May 2027
<b>Equalities impact assessment required</b>	NO
<b>Links to other documents</b>	<ul style="list-style-type: none"> <li>• People Strategy</li> </ul>
<b>Consultation</b>	This policy was issued to all staff for comment.

***This policy can also be provided in large print, braille, audio, or other non-written format and in a variety of languages on request. Please contact the Association by emailing [admin@bridgewaterha.org.uk](mailto:admin@bridgewaterha.org.uk) or call 0141 812 2237 to request this.***

## **1. INTRODUCTION**

- 1.1 Bridgewater Housing Association wants to encourage its staff to undertake volunteering and recognises that every individual has the right to volunteer, although we do not always have the time to commit to volunteering because of other priorities (work, family commitments etc.).
- 1.2 In 2023 we reviewed and updated our organisational values to reflect the positive, modern, progressive approach that our Board and Staff have towards our customer base and each other. We put people first and are proud of our culture, which is underpinned by our values.
- 1.3 Employer Supported Volunteering (ESV) is where employers provide opportunities for employees to volunteer during working hours. ESV will further strengthen our relationship and commitment to our local authority area while providing our staff opportunities to volunteer for services that are important to our communities and our people.

## **2. BACKGROUND**

- 2.1 The purpose of this policy is to encourage and support employees of the Association who either wish to become or who are already involved in volunteering, and to recognise the contribution that they make.

This policy is in line with our belief that:

- Everyone has something to offer their community.
- Volunteering is a matter of personal choice.
- Volunteering helps individual and personal growth.

## **3. TYPES OF VOLUNTEERING**

- 3.1 Individuals have different interests and motivations for volunteering and will be attracted to different types of activities. It is the commitment of time and energy for the benefit of society and the community and can take many forms. It is freely undertaken and not for financial gain.<sup>1</sup>
- 3.2 There are several ways in which an employee can volunteer within an employer supported volunteering (ESV) programme. They include:
  - *Team Challenges*: One off, practical tasks, completed by a group of employees typically involves, but not limited to, decorating, painting, or gardening.

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<sup>1</sup> Taken from National Volunteering Compact Code of Good Practice 2005

- *Individual volunteering*: Employees can give regular time, perhaps for one or two hours per week or month. Activities could include mentoring, sports administration, helping at a youth club, or befriending an older person.
- *Skills based volunteering*: A wide range of skills are required by voluntary and community organisations to help maintain and develop more effective services. Skills based volunteering could include financial or legal services, business planning, marketing, or IT support. This would also include talking to schools or colleges about aspects of our work.
- *Board/Trustee Membership*: Improve the governance of a voluntary organisation by becoming a trustee or member of the board.
- *Fundraising*: Help to raise funds for voluntary organisations.
- *In Kind support*: Providing a free service to a voluntary organisation including use of facilities for meetings, limited agreed use of computers or photocopiers.

#### **4. BENEFITS OF EMPLOYER SUPPORTED VOLUNTEERING**

4.1 ESV is a three-way partnership between the employee, the Association and the organisation receiving the volunteer.

##### 4.2 Benefits to Bridgewater Housing Association

- Improved reputation and credibility
- Demonstrates our commitment to our BRIDGE values
- Links between volunteering and employee development
- Opportunity to positively engage with employees
- Improving communication and understanding of the local community
- Improved staff morale and enhanced work performance
- Different and exciting training and development opportunities
- Improved services via new insights gained into another aspect of the voluntary sector.

##### 4.3 Benefits to the employee include:

- Developing professional and personal skills
- Working in a completely new environment
- Meeting and working with new people from other parts of voluntary sector
- Contributing to an issue that they care about and support
- Leading projects
- Different and exciting training and development opportunities
- Gaining recognition from their employers and enhancing career prospects.

#### 4.4 Benefits to the organisation receiving the volunteering:

- Access to high quality volunteers with varied skills
- Better services for vulnerable and deprived groups
- New talent and energy
- Support of specialist skills with little or no costs

### 5. KEY PARAMETERS

- 5.1 Up to 1 day (7 hours) paid time off per year to enable ESV (pro-rata for part-time staff) will be allowed. The implementation of this will be at the discretion of the line manager based on workload, staff coverage, etc. This can be flexible, e.g. 1 whole day or one to two hours per week up to a total of seven hours a year.
- 5.2 It is the responsibility of the receiving volunteer-involving organisation to meet the requirements of the independent Safeguarding Authority, including Disclosure checks or other arrangements, where this is required for employees volunteering under this scheme.
- 5.3 Managers must ensure that, where appropriate, health and safety risk assessments have been carried out, and any relevant health and safety training has been put in place before the project is commenced.
- 5.4 The organisation receiving the volunteer should be able to demonstrate to the volunteer:
- Knowledge of what is expected of them, planned activities and clear instructions
  - Provide adequate support in their volunteering, advise of all appropriate health and safety policies, be aware of the organisation's facilities and where they are e.g. rest rooms, toilets, refreshments etc.
  - Have safe working conditions, including being insured for the activities that they carry out
  - Receive appropriate briefing and training
  - Be free from discrimination

### 6. EVALUATION

6.1 Evaluation of the programme is essential and should consider the outcomes for all involved.

The questions below may help in evaluating the outcomes:

#### 6.2 Outcomes for Bridgewater Housing Association

- Did it improve community relations?
- Did it improve teamwork and leadership?
- Did it enhance or embed employee skills?

- Were there other unexpected matters resulting from the volunteering?

### 6.3 Outcomes for the volunteers/employees

- Will they continue to volunteer in some capacity?
- Did the volunteering provide them with new challenges and skills or enhance existing skills?
- Did they find it worthwhile?
- Did they enjoy it?

### 6.4 Outcomes for the recipients of the services provided

- Did the result match the aim of the volunteering activity?
- Was it a positive experience for the voluntary organisation and its clients/service users?
- Have there been any measurable impacts on the organisation, the wider community or service user?

### 6.5 Lessons learned

Every project should be an opportunity to learn more about your activities and the charity's needs and how to make future projects more successful.

In light of your evaluation, you should think about what you could do next time to get even more value from employer supported volunteering activities.

### 6.6 HR ESV Tracking

An integral part of ESV is to keep track of the employer supported volunteering hours undertaken by staff. In the same way that working hours, holiday and sick leave are tracked, it is also possible to track volunteering.

## **7. RECORD KEEPING**

- 7.1 Records will be kept by Corporate Services at Bridgewater as a means of tracking uptake, monitoring impact. These will include an assessment of the monetary value of volunteers' involvement as well as individual volunteering records and feedback forms. Guidance on assessing monetary value and relevant forms are in the appendices.

**Appendix 1:** Guidelines on monetary value of volunteering

**Appendix 2:** Monetary value of volunteering tracking form

**Appendix 3:** Monetary value of in kind support record

**Appendix 4:** Individual employee volunteering record

**Appendix 5:** Employee volunteering feedback form

**Appendix 6:** Receiving organisation feedback form

## APPENDIX 1

### Monetary value of volunteering record and guidelines

#### 1. Benefits to the organisation

A tracking form can be used to calculate the monetary value of the volunteer's effort in terms of what it would have cost to buy that work in, using the following table:

Volunteer or volunteer role	Equivalent paid job	Hourly wage rate	Total hours of this role	Value of this role
e.g. painting and decorating	Decorator	£12.50	7	Hourly rate x Total hours
e.g. marketing advice	Marketing professional	£30.00	10	As above
e.g. gardening	Agricultural worker	£12.50	21	As above
Total				

Hourly wage rates are available from the Office for National Statistics' annual New Earnings Survey (or possibly from local jobcentres).

In addition, you should list the less quantifiable benefits received, including:

- New ideas generated
- Access to new skills
- Enhanced relationships
- Potential for volunteers to continue to be involved with the charity
- Enhanced enthusiasm and morale within your own organisation as a result of successful completion of a project

#### 2. Benefits to the community

You should also list the benefits delivered to the community or to your client group. This might include the value of services that would not otherwise have been made available, or of new facilities created.







## APPENDIX 4

### Volunteering record - individual employee

Name: \_\_\_\_\_ Financial year: 20\_\_-20\_\_

All staff have 1 day (7 hours) entitlement for employer supported volunteering per financial year (April – March), pro rata. This cannot be carried forward to the next year. All activity must have prior approval by your line manager.

Date	Hours	Organisation (if applicable)	Activity	Approved (by line mgr)

**Total** number of hours: \_\_\_\_\_

## APPENDIX 5

### Employee volunteering feedback form

In order to gain important information from your recent volunteering activity, please complete this feedback form. There are sections for employees and employers to complete.

Name	
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### Did we make a difference to the organisation that was helped?

How many people benefited from the volunteers' help? Give approximate numbers e.g. 1 – 10, 10 – 25, 25 – 100	
Did it improve community relationships and has it made a difference?	
How did you tell people about it?	
Were you consulted about the activity beforehand?	
Is there an opportunity for us to advertise our support or speak to the organisation you helped?	
Did local press turn up?  If so, for which publication?	

How satisfied were you with the final outcome?	1	2	3	4	5
	☹				☺
Are you likely to continue volunteering in some capacity and how will you do this?					
Did you complete the work agreed?					
If not, has another time been arranged to complete the work? When?					
Are there any other opportunities that others could be involved in?					
Any additional comments you would like to make?					

## APPENDIX 6

### Volunteering feedback form for organisation receiving the support

In order to gain important information from your recent volunteering activity, please complete this feedback form. There are sections for employees and employers to complete.

Contact name			
Company name			
Telephone		Mobile	
Email address			
Main contact			

### Did the employer supported volunteers make a difference to your organisation

How many people helped with the activity?	1 – 5	5 – 10	10 – 15	15+	
Did the end result match the aim of the volunteering activity					
Did it improve community relationships and has it made a difference?					
How did you hear about community/ employer supported volunteering?					
How satisfied were you with the volunteer/group of volunteers on the day?	1 ☹	2	3	4	5 ☺
How satisfied were you with the final outcome?	1 ☹	2	3	4	5 ☺

Did the volunteers complete the work agreed?	
If not, has another time been arranged to complete the work? When?	

<p>Are there any other opportunities that others could be involved in?</p>	
<p>Any additional comments you would like to make?</p>	