

## **Special Collections Volunteering and Work Placement Policy**

1. Special Collections welcomes the contribution made by volunteers and work placement students. Opportunities for volunteer and work placements are offered on an ad hoc basis in response to individual requests, and are subject to staff availability and current work plans.
2. The relationship between Special Collections and the volunteer/student is formed by an informal agreement, where professional guidance and the opportunity to gain experience are provided in exchange for the volunteer's/student's time and contribution to the work of Special Collections. Any informal agreement made between Special Collections and the volunteer/student will not constitute a contract of employment. Financial rewards will not be offered, nor will travelling costs be reimbursed.
3. Volunteer working patterns will be decided on an individual basis, but will take into account the availability of both the volunteer and Special Collections staff. Volunteers offer their time freely and willingly, and flexible working arrangements are encouraged; however, there is an expectation of mutual reliability in terms of work provision and attendance. Volunteer opportunities will take the form of project work, with clear work objectives and a target completion date identified at the start of the project. School work placements will take place during designated placement weeks, and follow an agreed work schedule.
4. Volunteers will receive instruction and training from Special Collections staff for all tasks that are assigned to them. A member of Special Collections staff will be present during volunteering/work placement hours, and volunteers/students are encouraged to seek guidance and raise issues as required. Remote-working volunteers (e.g. those working on crowdsourcing projects) will be given adequate instructions in order to be able to work independently.
5. Volunteers and work placement students will be treated fairly and consistently; however assigned tasks will vary depending on the experience of the volunteer/student and the current needs of the service.
6. Special Collections is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare at work of their volunteers and work placement students. A risk assessment will be undertaken before the volunteering/work placement period begins, and any necessary training (including manual handling, use of footstools, and fire safety information) will be given on the first day. Oxford Brookes University accepts no responsibility for the work environment or personal equipment of remote-working volunteers (e.g. those working on crowdsourcing projects).
7. Volunteers and work placement students are indemnified under Oxford Brookes University's liability insurance. Further information and documentation is available on the University's staff web pages.
8. Volunteers/work placement students are expected to assign any original copyright works they may produce while volunteering to Oxford Brookes University. Personal information recorded about volunteers/work placement students will be kept confidentially for

administrative and statistical purposes, and will not be passed on to any third party.

Last updated November 2017