



## IARS Volunteer and Intern Policy

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### a. Introduction

IARS was set up by volunteers and it would not exist without their involvement and continues support. Therefore, the charity recognises their significant contribution to the work and objectives of the organisation. This policy sets out the principles, practices and procedures which IARS will follow in the appointment and management of volunteers.

### b. Definitions

**Volunteers** are individuals who put their experience, knowledge and skills at the disposal of an organisation, free of charge, with the primary aim of helping the organisation to achieve its service objectives.

**Interns** are treated the same as volunteers, except their placement with the organisation is more structured and intensive, carry more responsibility and or involve receiving more training. Their primary purpose is usually to obtain work experience or to carry out unpaid work or research in specific areas for a fixed period of time.

### c. Principles

IARS will not normally engage volunteers in work that leads to the loss of existing paid posts, nor will it normally take on volunteers for any roles which were carried out by employees whose posts have been deleted (within the past two years). Volunteers will not normally be used to do the work of employees during an industrial dispute.

### d. Recruitment of Volunteers

People from outside the European Economic Area are not allowed by law to take up work paid or unpaid without a work permit. Exceptions can be made provided that the following criteria are met:

- The activity is purely voluntary and does not involve taking up a salaried post or permanent position of any kind within the charitable organisation or entering into any arrangement that is likely to constitute a contract of employment.
- The activity is either for a charitable organisation listed in Home Office guidance or a registered charity whose work meets the criteria set out in this instruction.
- The activity is unpaid, or is not likely to be subject to payment of the national minimum wage and directed towards a worthy cause.
- It is closely related to the aims of the organisation.
- It is fieldwork involving direct assistance to those the charitable organisation has been established to help.
- The volunteer intends to leave the United Kingdom at the end of their stay, which can total a maximum of twelve months.

### Non-visa nationals



Non-visa nationals can apply while in the UK to change their immigration status to allow them to volunteer. Applications are considered under the Home Office concession. Application is made on Form FLR0 obtainable from the UK Border Agency [www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/flr/flro1](http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/flr/flro1). Applicants need a letter from the organisation they are volunteering with and evidence of funds.

### **Students**

Since mid-1999, students from outside the European Economic Area no longer need permission to take part-time or holiday work, including volunteering. Some restrictions remain in place, including a limit of 20 hours per week during term time, unless the college agrees otherwise.

### **Refugees**

People who have refugee status or who have exceptional leave to remain, and family members, are allowed to do any type of work including voluntary work.

### **Asylum Seekers**

Asylum seekers and their families can volunteer whilst awaiting confirmation of their asylum status. This includes if they are appealing the decision or if they are in receipt of Form IS96.

### **Asylum and Immigration Act 1996, section 8**

This Act makes it a criminal offence to employ a person who does not have the right to work in the UK. It does not apply to volunteers.

Volunteers/ interns will be recruited through the following process.

1. The line manager will agree a Role Description, outlining the specific tasks, responsibilities and reporting lines of the volunteer; terms and conditions including the duration, hours, expenses and a Person Specification, outlining the relevant experience, skills, knowledge, abilities and equal opportunity awareness necessary to carry out the role effectively.
2. The prospective volunteer will be invited to a meeting with the line manager and another member of staff for a discussion of the proposed role using the Role Description and the Person Specification. IARS representatives will make a decision within one week regarding offering the individual the role.
3. If the volunteer wishes to accept the placement a reference from a suitable person (excluding relations) attesting to their character and suitability for the position must be supplied.
4. Prior to their placement, a volunteer shall be allocated to an employee who will manage and supervise them.
5. Each volunteer may receive, as deemed appropriate, the following:
  - a planned induction to IARS and entry interview;
  - feedback on their contribution;
  - adequate office space and equipment to perform their tasks effectively; and
  - an exit interview to assess their learning and review changes for future volunteers.

### **e. Equal Opportunities**



In accordance with IARS's Equal Opportunities Policy, all individuals irrespective of economic background, race, gender, age, disability, sexual orientation, religion or belief, nationality, national or ethnic origin, marital or civil partnership status or any other protected characteristic. Where a volunteer demonstrates hostility to, or a lack of support for, the equal opportunity policy, s/he will be deemed unsuitable for a position at IARS.

#### **f. Conditions for Volunteers**

##### **Notice**

During a volunteer/internship placement, notice of termination of the placement can be given at any time by either the volunteer or IARS' Director. However, both the volunteer and IARS will aim to give one week's notice if possible (except where the volunteer's behaviour is equivalent to gross misconduct in which case immediate notice may be given by IARS).

##### **Discipline and Grievance**

Volunteers will not be subject to IARS' disciplinary procedures nor will they have access to IARS' grievance procedures. However, volunteers will be entitled to report any concerns or complaints to the Director. Where appropriate, the complaint will be investigated fully by the Director (or the Board if the complaint regards the Director)

##### **Volunteers reimbursing expenses policy**

IARS Volunteers may be entitled to claim expenses. The principles are:

- Where possible, IARS will make sure that volunteers are fully reimbursed for their costs so that they are not out-of-pocket after volunteering.
- IARS will not give more money than the volunteer has spent. This could be regarded as a "payment" which will affect volunteers' tax, state benefits or even their legal status.
- Expenses will be reimbursed only if they are accompanied by original receipts.
- Child care costs will only be covered if agreed in advance with the line manager.
- Travel expenses will be covered for travel to and from the place of volunteering and only while volunteering.
- IARS will not pay for the costs of taxis. Public transportation should be used instead. On exceptional occasions travel by taxi may be considered but the explicit approval of the Director will need to be sought in advance.

### **Training and Involvement**

Where a volunteer is at IARS on a daily basis s/he will be included in general staff activities, such as the monthly staff meetings. Such volunteers may participate in training courses, subject to the availability of funding and only when relevant to the placement.

## **IARS VOLUNTEER AND INTERN AGREEMENT**

### ***The Organisation***

1. To adhere to the IARS Volunteer and Intern Policy.
2. To provide adequate information, training and assistance for the volunteer to be able to meet the responsibilities of the volunteer job. The training will need to be linked to the role of the volunteer at IARS and will have to be proportionate to the length of the placement.
3. To ensure satisfactory supervisory support to the volunteer and to provide feedback on performance.
4. To respect the skills, dignity and individual needs of the volunteer; and to do our best to adjust to these individual requirements.
5. To be receptive to any comments from the volunteer regarding ways in which respective tasks might be better accomplished.
6. To treat the volunteer as an equal partner with the organisation's staff, jointly responsible for the completion of the organisation's goals and the fulfilment of its mission.
7. To provide up to £5 lunch expenses per day for volunteering as well as travel expenses upon receipt.

### ***The Volunteer***

Agree to serve as a volunteer and commit to the following:

1. To adhere to the IARS Volunteer and Intern Policy.
2. To perform my volunteer duties to the best of my ability.
3. To adhere to the organisation's rules and procedures, including record keeping requirements and keeping confidentiality of organisation and client information.
4. To sign out any equipment used and to replace anything that is lost. A crime reference number is required for property which is stolen.
5. To meet time and duty commitments, except in exceptional circumstances, or to provide adequate notice so that arrangements can be made.
6. If in receipt of state benefits to let DWP/ Job Centre know about any expenses claims made in relation to volunteering for IARS.

I understand and agree to follow the volunteer expenses policy as set out above. I also acknowledge that I will have to pay back any and all expenses claimed in breach of the above policies within 7 days of the discovery of the breach.



**The IARS  
International Institute**

Community-led solutions for a fairer society



Volunteer \_\_\_\_\_

Date \_\_\_\_\_

Organisation Representative \_\_\_\_\_

Date \_\_\_\_\_