Deanship of Student Affairs, Admissions, and Registration

Student Volunteering Policy

Preamble

Alfaisal University is dedicated to fostering community engagement and social responsibility among its student body. This policy outlines the framework for student volunteering, emphasizing the importance of contributing to the community while upholding the university's values of integrity, respect, and service.

Definition

Volunteers may be described as individuals who put their experience, knowledge, and skills at the disposal of an organization, free of charge, with the primary aim of helping the organization to achieve its service objectives and/ or with the primary aim of bringing some benefit to the local community. In this sense, volunteers are to be distinguished from students, other work placements, and secondees, where the primary aim is usually for the student or secondee to obtain certain work experience or to carry out work or research in certain areas.

Recruitment and Selection

1. Volunteer work will not be used as a substitute for paid employment nor threaten the availability of paid work for any University employee.
2. Volunteers are not employees of the University and are therefore not subject to staff awards and industrial conditions.
3. All volunteer programs will have a designated Volunteer Coordinator for volunteers to report to and seek guidance from.
4. Volunteer recruitment and selection will occur in accordance with the University's equal opportunity and anti-discrimination principles.
5. Volunteers will have a role description which will be prepared in conjunction with the volunteer and their supervisor, will be properly inducted into the University and will be properly briefed about the activities to be undertaken and given all the necessary information to enable them to perform with confidence.

Training & Development

All volunteers will be made aware of and have access to all the University's relevant policies, including those relating to volunteering, health & safety, and equal opportunities. The development of training and support for volunteers is a high priority for the University in order to equip them with the necessary information and skills to carry out their tasks. It will be the responsibility of the supervisor to see that this training is provided, and it is the responsibility of the volunteer to attend relevant training.

Support & Supervision

Volunteers will have a named person to whom they can take their volunteering concerns and seek guidance and support. This will enable both the volunteer and a member of the University staff to identify, monitor and evaluate the volunteer's involvement, recognize achievements, and identify individual training needs, including that relevant to their particular volunteering role and to their wider personal development.

Management of Volunteers

1. Volunteers will be reimbursed for agreed out of pocket expenses. Expenses, including, if relevant, a celling amount, must be agreed in advance with the Volunteer Co-Ordinator.
2. The Events Team will ensure that all volunteer work takes place in a healthy, safe environment and that all relevant risk assessments have taken place and risk management procedures adhered to.
3. Volunteers will notify the Events Team of any illness, medical condition or injury which may affect their volunteering capabilities. If injury / illness occurred because of volunteer activities, the Events Team must submit an incident report.
4. Volunteers will undertake their tasks in accordance with the reasonable instructions of the Events Team, and in accordance with all relevant University policies and procedures.

Expenses

The University's volunteers are able to claim reasonable out of pocket expenses, subject to the production of receipts as evidence of the expenditure. What can be reclaimed from the organization and the calculation of expenses will be explained to the volunteer before they start any activity likely to give rise to expenses. It is the responsibility of the supervisor to make volunteers aware of the procedure for the reimbursement of expenses.

Resolving Problems

The relationship between Alfaisal University and its student volunteers is entirely voluntary and does not imply any contract. However, if volunteers experience difficulties, the University has the following complaints procedure for volunteers. This is designed to resolve difficulties and will be completed within 30 working days of the volunteer raising a problem.

- Initially, the volunteer should request a meeting with their supervisor.
- If this does not resolve the difficulty, then the volunteer may raise the matter in writing with the Deanship of Student Affairs, Admissions, and Registration.
- If the Deanship of Student Affairs, Admissions, and Registration considers it necessary, s/he may investigate the issue/s and provide a written response to the volunteer within 15 days.

Student Volunteering for External Organizations

Where students undertake volunteer work for an external organization under the auspices of a Alfaisal University program, the Deanship of Student Affairs, Admissions, and Registration will take reasonable steps to determine that:

I. The organization fulfills the above conditions in relation to volunteer recruitment, management, health, and safety before involving Alfaisal University students.
II. The opportunity is a genuine volunteer arrangement and not simply unpaid work.

Rights and Responsibilities

The University recognizes the rights of volunteers to:

- Know what is, and what is not, expected of them.
- Have adequate support in their volunteering.
- Receive appreciation.
- Have safe working conditions.
- Know their rights and responsibilities if something goes wrong.
- Receive relevant out-of-pocket expenses.
- Receive appropriate training.
- Be offered the opportunity for personal development.

The College expects volunteers to:

- Be reliable.
- Be honest.
- Respect confidentiality.
- Make the most of training and support opportunities.
- Carry out tasks in a way that reflects the aims and values of Alfaisal University.
- Work within agreed guidelines.
- Respect the work of the University and not bring it into disrepute.
- Comply with the University's policies.