

Volunteering Policy

1. Purpose of this policy

The Guardian Foundation Volunteering Policy identifies and sets out the principles by which The Guardian Foundation works with volunteers, the benefits it gains from its volunteers and benefits that the volunteers expect to gain. This policy sets out the minimum standards for recruitment, induction and appointment of volunteers to ensure that both the volunteer's and The Guardian Foundation's expectations are met. It provides for fair and equal treatment of its volunteers and a framework for implementation for the different levels of volunteering opportunities within The Guardian Foundation volunteering programmes (the "Programmes").

This policy applies to all of The Guardian Foundation Programmes. In addition, volunteers will be required to read and sign separate volunteering agreements specific to the programme they are volunteering for. These will be provided to the volunteer by the relevant programme manager or volunteer coordinator.

2. Who the policy applies to

This policy is for staff at The Guardian Foundation who work with and provide support to volunteers and for the volunteers themselves. The policy is provided to all Guardian Foundation volunteers.

3. Who are Guardian Foundation volunteers?

A Guardian Foundation volunteer is someone who freely chooses to give their time to undertake tasks and activities to help The Guardian Foundation achieve its aims, without receiving payment or the expectation of payment ("Volunteer(s)"). Volunteers might volunteer with The Guardian Foundation on a long or short-term basis, depending on the programme they support.

The duration of the volunteering activity is monitored and limited. These limits vary across The Guardian Foundation's Programmes and will be outlined in the relevant volunteer agreements, or communicated to the Volunteer by programme managers or volunteer coordinators. The volunteering arrangement is voluntary on both sides. None of the volunteering agreements are intended to create an employment relationship. Either party can bring the volunteering arrangement to an end at any time.

Broadly, The Guardian Foundation has two main types of Volunteer:

- i) Guardian News & Media (GNM) colleagues; undertaking volunteering duties which may include one or more of the following activities: supporting the Archive team; speaking to children and students about their roles in journalism; reviewing or judging competition entries; mentoring.
- ii) External volunteers; volunteers from other organisations, individuals or retirees, who undertake one or more of the volunteering activities listed above. External volunteers also include those undertaking work experience placements with The Guardian Foundation.

4. The value and benefits that volunteers bring to The Guardian Foundation

The Guardian Foundation recognises that Volunteers are a valuable resource in helping to meet its aims and bring a wealth of expertise, knowledge, experience and skills to its volunteering Programmes. Specifically, Volunteers:

- enrich the quality of the Programmes delivered by The Guardian Foundation
- offer specialist knowledge in a variety of areas of journalism
- provide support in preserving our resources, whilst expanding our reach and capacity and support our work in widening access to the news media

5. The benefits to a volunteer of supporting The Guardian Foundation

The Guardian Foundation recognises and greatly appreciates the contributions Volunteers make to its Programmes. Therefore, The Guardian Foundation is invested in building Volunteers' skills and development. Depending on the Programme(s) they support, volunteering with The Guardian Foundation provides Volunteers with:

- personal development opportunities and experiences
- networking opportunities and interaction with other volunteers
- the ability to make a difference to the lives of individual young people and other journalists, potentially helping to increase diversity in the media
- the opportunity to gain work experience
- the opportunity to gain course credits (applicable to those volunteering with the Archive only)

6. Recruitment

Opportunities are widely advertised, through internal and external channels. The Guardian Foundation advertises opportunities to GNM staff and to potential volunteers at other organisations. For some projects, specific individuals might be approached if their skills and experience would benefit the programme.

Volunteers may be required to sign a volunteering agreement before undertaking any activity. The relevant programme manager will provide details of this as necessary.

For most of The Guardian Foundation Programmes, individuals can express interest in becoming a Volunteer and taking part in volunteering activities via email or in person to a member of The Guardian Foundation team. For some Programmes, a short application form will be required and you may be required to have relevant experience in order to undertake the volunteering role. The relevant programme manager will contact prospective Volunteers to discuss both parties' expectations for the role before the volunteer commits to the programme.

7. Induction and training

All Volunteers who will be engaging with children under 18 or vulnerable adults will be required to read and sign The Guardian Foundation Safeguarding Children & Adults at Risk Protection Policy.

For all volunteering with The Guardian Foundation, the relevant programme manager will provide Volunteers with a briefing explaining what we do and all the information and materials they need to carry out their volunteering activity. In some cases training, in particular Safeguarding training, may be required to assist you to meet the standards we expect from Volunteers and to ensure your health and safety.

8. Expenses

Personal costs should not be a barrier to volunteering. The Guardian Foundation will reimburse expenses for travel incurred in connection with your volunteering with us, at the programme manager's discretion. The Volunteer Travel Expenses Policy, and details of how to claim expenses, can be found as an appendix to this document. All Volunteers will be provided with the forms that they need to complete in order to claim expenses, by the relevant programme manager. Only expenses submitted on the relevant form in accordance with the Volunteer Travel Expenses Policy and correctly authorised will be reimbursed.

9. Support and supervision

Volunteers will be offered support and supervision as appropriate. Arrangements vary according to the Volunteer and the role undertaken. All Volunteers will be made aware of who their point of contact or supervisor is for the duration of their volunteering activity. All information and resources that will help Volunteers carry out their duties will be provided by the relevant team.

10. Insurance

Volunteers are covered while they are undertaking volunteering activities which have been approved and authorised by The Guardian Foundation, by The Guardian Foundation's Employer's Liability and Public Liability policies. The Guardian Foundation does not provide motor insurance cover. See the Volunteer Travel Expenses Policy below for more details.

11. Intellectual Property Rights

All intellectual property rights in any materials created by or on behalf of Volunteers in the course of or in relation to any Volunteering Activities ("Materials") will be owned by The Guardian Foundation. The Guardian Foundation will have free right to use the Materials on an unrestricted ongoing basis as we see fit to further our charitable goals and objectives, without any obligation for compensation, credit or any other obligation to the Volunteer unless otherwise agreed in writing.

12. Equal opportunities

We value and respect all differences in all people (seen and unseen) at The Guardian Foundation. We aspire to provide inclusive working experiences and an environment that reflects the audience we serve. Where our people have equal access to career development opportunities, this allows their voices to be heard and means they can contribute to our future.

13. Health & Safety and Safeguarding

Safeguarding

All Volunteers who will be engaging with children under 18 or vulnerable adults will read and sign the The Guardian Foundation Safeguarding Children & Adults at Risk Protection Policy. This safeguarding policy gives clear procedures for responding to concerns regarding the safeguarding and protection of children, young people and vulnerable adults. Combined with the associated guidance and training that The Guardian Foundation will

provide, the policy provides information and procedures for staff and Volunteers that may come across concerns of this nature within the context of their work.

A signed copy of this safeguarding policy will be valid for one year, or until any notable changes or amendments are made to the policy. The safeguarding policy applies to all Programmes, so Volunteers can support multiple Programmes without having to re-sign the safeguarding policy.

Health & Safety

All non-GNM Volunteers who volunteer at the offices of The Guardian and The Guardian Foundation in Kings Place, London, will have a health & safety induction with the Workplace team and will be provided with a health & safety handout to keep. The Guardian Foundation carries out risk assessments for events attended by or involving under-18s, which Volunteers can request to see at any time. The Archive, in conjunction with the Workplace team, will comply with any requests for a risk assessment from external organisations or individual Volunteers. The Guardian Foundation carry out risk assessments for virtual and physical volunteering, which Volunteers can request to see at any time.

For any volunteering activity taking place at a venue outside of the offices of The Guardian and The Guardian Foundation at Kings Place, the relevant venue will be responsible for carrying out its own risk assessments for both virtual and physical volunteering. Volunteers must comply with the venue's health & safety and safeguarding policies at all times during any volunteering activity.

14. Problem solving

Volunteers should raise any issues with their supervisor or main point of contact in the first instance, in accordance with The Guardian Foundation [Complaints Procedure](#). The Volunteer's supervisor or main point of contact will work with the Volunteer to address the issue. All Volunteers will be made aware of who to contact to report safeguarding concerns.

The Guardian Foundation reserves the right to end any volunteering activity at any time, if the Volunteer's conduct is unacceptable. Any issues will be raised with the Volunteer directly in the first instance, and afterwards with a parent (for under-18s) or a University supervisor where relevant. Any issues or complaints will be dealt with and escalated as necessary.

15. Confidentiality

The Guardian Foundation's [Privacy Policy](#) can be found here. The Guardian Foundation will collect, process and store your data securely, in line with its Privacy Policy. Any data which is collected and stored by The Guardian Foundation will be shared minimally and only when absolutely necessary, and always with the Volunteer's consent. Data is stored and deleted in line with our data retention schedule.

16. References

The Guardian Foundation can provide formal references for Volunteers. Requests for references should be sent to the relevant programme manager. The Guardian Foundation is able to confirm the dates of voluntary service and outline the duties the Volunteers undertake. We are unable to provide personal references for Volunteers.

Appendix: The Guardian Foundation Volunteer Travel Expenses Policy

Purpose

This policy is intended to provide a clear set of rules for all Guardian Foundation Volunteers to ensure they do not inadvertently incur expenses which can neither be justified nor reimbursed. We must ensure that our expenditure is relevant to our charitable objectives and can be fully justified, therefore all expenses should be reasonable and kept to a minimum.

Who the policy applies to

This policy applies to all Guardian Foundation Volunteers, from both GNM and external sources, whether they undertake longer term volunteering activity, or participate in one-off, or ad hoc volunteering.

Why we have this policy

The Guardian Foundation's Programmes benefit greatly from volunteer involvement. We are grateful and appreciate that volunteers provide their time for free. We believe that any travel costs associated with volunteering should not be a barrier to volunteering for anybody. This policy ensures that only reasonable expenses claims are made, so that we can continue to afford to deliver our Programmes. Where expenses claims fall outside the parameters of this policy, reimbursement will be at the programme managers' discretion. We reserve the right to amend the amount that can be claimed, dependent on changing budget allowances and restrictions.

Details

1. All GNM Volunteers must claim expenses by using the expenses claim form provided by the relevant programme manager. All non-GNM Volunteers must claim expenses by using the one-off payment request form. Completed forms should be returned to the relevant programme manager to be processed.
2. Only expenses submitted on the relevant form and correctly authorised will be reimbursed. Details should be given of the travel and volunteering activity undertaken and all claims should be accompanied by receipts.
3. The Guardian Foundation will only cover travel expenses. Expenses of any other nature will not be reimbursed.
4. Volunteers are able to claim travel expenses up to £13.20 per day. This includes any parking costs. The standard car mileage rate for Guardian Foundation Volunteers is 25p per mile.
5. All claims should be made within 1 month of expenses being incurred.
6. Only actual costs incurred by the Volunteer in connection with your volunteering with The Guardian Foundation can be reimbursed, expenses do not represent a reward or compensation for loss of time.

7. Travel which will incur expenses for Volunteers should be authorised by programme managers in advance. The programme manager must be informed by the Volunteer in advance that travel will be taking place.
8. Travel on public transport should always be booked as far in advance as possible in order to take advantage of the maximum range of discounts. Volunteers must always choose the cheapest option available; standard class 'off peak' tickets must be booked wherever possible (occasionally, first class tickets might be the cheapest option. In these instances, evidence must be provided before booking the tickets that this was the case). The Guardian is a B Corporation, as such, The Guardian Foundation aligns with those values and will not approve any volunteering activity which requires air travel. The Guardian Foundation will not reimburse expenses for travelling by air.
9. The use of prepay 'oyster' cards or similar electronic tickets for public transport is permitted, even when a receipt cannot be provided. Please register your electronic ticket online prior to incurring the expense so that the journey history can be provided along with the expense claim. The expense claim must be itemised for each journey and the relevant cost using the [TFL Single Fare Finder](#). Do not claim for the 'top-up' cost of the card. Expenses of this nature will not be reimbursed without evidence of the journey history.
10. The Guardian Foundation does not provide motor insurance cover. Some insurers may require that volunteering activity is declared. A list of insurers and requirements can be found [here](#). Volunteers will be asked to sign the relevant section on the expenses claims form to confirm that they have agreed their driving on Guardian Foundation business with their insurers before we can reimburse mileage costs.
11. All expenses will be reimbursed via electronic bank transfer within 28 days of the completed form being submitted to the programme manager.
12. We understand that in order to remove barriers to volunteering, some Volunteers may need expenses to be paid in advance. This will be done at the programme manager's discretion. Evidence of how much the journey will cost should be supplied before any tickets are booked. Evidence that the tickets have then been booked must also be supplied.