

Colleague Volunteering Scheme

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Procedure Author – Reward Adviser

Procedure Owner – Vice Principal (People & Student Wellbeing)

Parent Policy Statement – People and Wellbeing

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Changes and Reason for Changes – New Scheme



Colleague Volunteering Scheme

The UWS colleague volunteering scheme supports the development of stronger connections with local community groups and encourages meaningful community engagement through volunteer activity.

It enables University colleagues to dedicate up to 21 paid volunteering hours (pro rata if part time) per annual leave year to support charitable, non-profit, and community-focused organisations.

It also reflects our commitment to civic engagement, colleague wellbeing, and social responsibility, while providing opportunities for colleagues to develop new skills, expand networks, and positively impact local communities.

Scope

This initiative is open to all UWS colleagues across the five campuses, regardless of role or contract type, subject to line manager approval.

Objective

The volunteering scheme aims to:

- Support the delivery of UWS Strategy 2030 by supporting its placemaking ambitions.
- Assist local community groups by facilitating UWS colleague contributions to their activities.
- Encourage UWS colleagues to engage in meaningful, values-driven volunteering opportunities.
- Strengthen partnerships with community organisations and reinforce our civic role.
- Promote colleague development, wellbeing, and morale through active community involvement.

Types of Volunteering

You may volunteer with organisations aligned to the University's values and social responsibility principles, including charities, schools, environmental groups, care homes, food banks, youth services, and other non-profit community groups.

Volunteering activities must be undertaken without financial gain, and "for-profit" businesses are excluded.

The scheme covers external volunteering activities and complements internal university duties, which are considered part of our colleague citizenship responsibilities.

Volunteering is typically organised by you as a personal opportunity; however, we may also coordinate team-based activities to encourage collective participation and strengthen community ties.

Principles

The University offers volunteer leave where the following principles are met:

- The activity benefits the community.
- The activity aligns with our values and social responsibility as a University, specifically “to have a positive influence on the educational, social and cultural development of the communities in which we operate”.
- The activity is not connected to political activities.
- The activity does not promote discrimination, hatred or extreme political or religious views.
- The activity does not conflict with your role or responsibilities.

Terms of leave

All colleagues are entitled to **up to 21 hours** (pro rata if part time) of paid leave per annual leave year to volunteer for a charity, organisation, or other good cause.

Volunteering leave cannot be carried forward to the next annual leave year.

All leave must be agreed with your line manager in advance.

Teams may choose to use their volunteering hours collectively to participate in group activities.

Process

1. To utilise volunteering leave, you should have an initial discussion with your line manager, complete the Volunteering Application Form (CVS1) and send it to your line manager, ideally within 6 weeks of the proposed volunteering activity.
2. Your line manager should discuss the volunteering activity and required time off formally with you, ideally at least 4 weeks before the start of the volunteering activity. (These discussions can also be part of the ongoing My Contribution process).
3. Once approved by the line manager, they will send the completed form to People and Wellbeing via hra@uws.ac.uk, who will formalise and log the leave request via iTrent, notifying the colleague and line manager that this process is complete.
4. A Volunteering Evaluation Form (CVS2) should be completed by you after the activity.

Health and Safety

The organisation hosting the volunteering activity is responsible for ensuring appropriate health and safety standards are met and should carry out a risk assessment covering the planned activities.

If you arrange a personal volunteering opportunity, or one is organised on behalf of others, it is your responsibility to ensure appropriate requirements are met prior to participation.

Insurance

To ensure you are properly protected, it is essential that the organisation hosting the volunteering activity holds appropriate public/employers' liability insurance. For both University and individually organised volunteering, the organiser of the activity should ensure that this is in place prior to the start of the volunteering activity.

Emergency Contact Information

You must ensure that the host organisation is provided with both personal emergency contact information and UWS emergency contact information prior to commencement of any volunteering activity.

Refusal

We reserve the right to refuse requests for paid time off to volunteer. A request may be declined if, for example:

1. Granting the leave would have a detrimental impact on the needs of your department or School.
2. Work within the department or School cannot be rearranged to accommodate your requested hours
3. Your individual performance is likely to be adversely affected.

Where requests for volunteering leave are refused, there is no right of appeal against this decision. Further guidance is available from the Department of People and Wellbeing, if required.

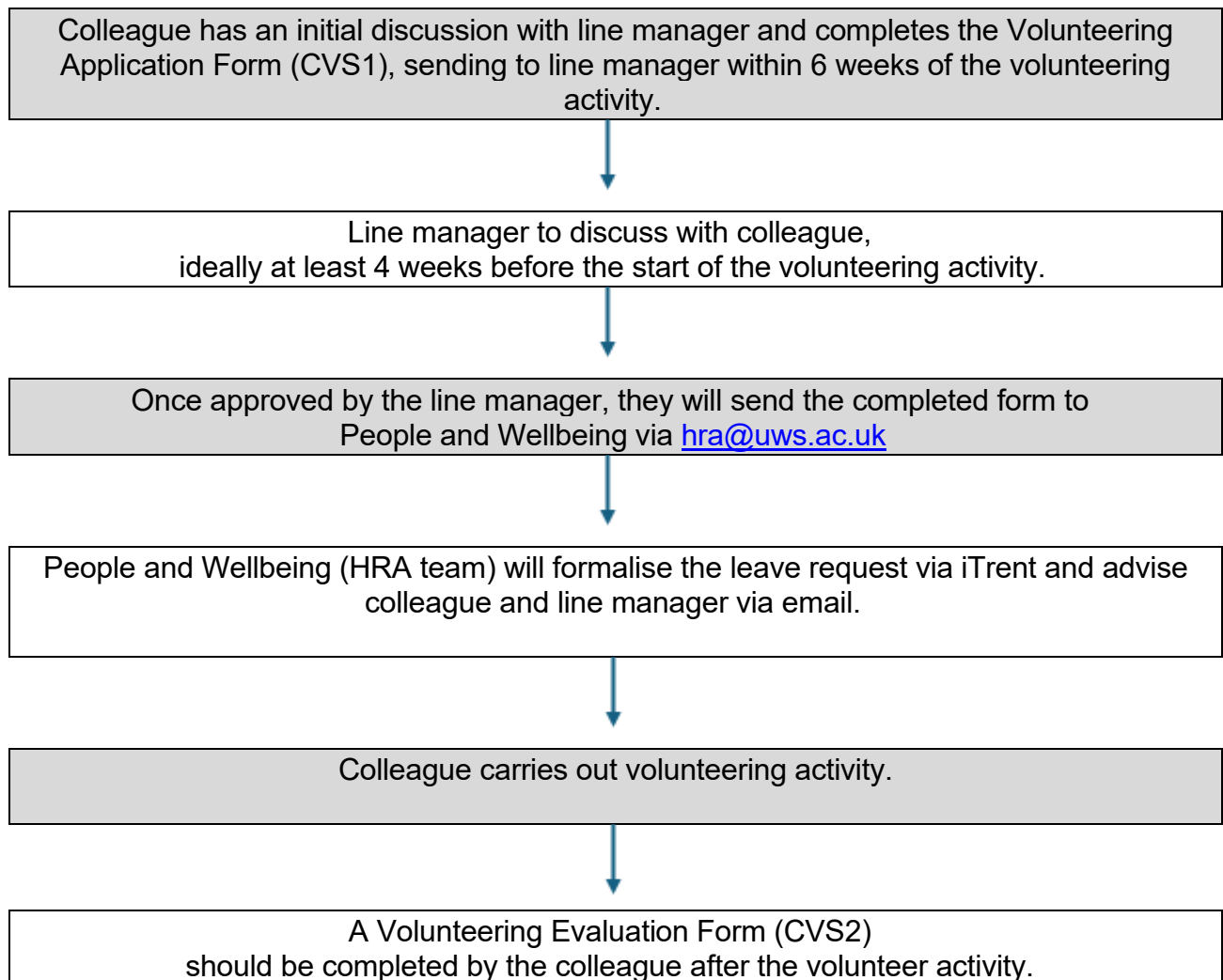
Evaluation

On completion of the volunteering activity, you will be asked to provide feedback, to help evaluate the benefits of the scheme and its process. An evaluation form is provided for this purpose.

This feedback will be submitted to the Department of People and Wellbeing, who will review and assess the overall impact of the volunteering scheme.

Assessment will be based on participation of the scheme and the outcomes and benefits created by each volunteering activity as well as the process.

Process Flowchart



Colleague Volunteering Application Form (CVS1)

This form must be completed by the colleague and submitted to the line manager prior to any volunteering activity taking place. The line manager should send a copy of the completed form to People and Wellbeing (hra@uws.ac.uk).

Personal Information	
Title	
First name	
Last name	
Work email	
Employee number	
Department or School	
Details of the Volunteering Activity	
Date(s) of volunteering activity	
Description of volunteering activity	
Start and end time	
Name of organisation	
Contact name	
Contact position	
Contact telephone number	
Address of activity	
Contact email address	

I confirm that all the above information is correct to the best of my knowledge and I agree to abide by the conditions of the Colleague Volunteering Scheme.

Signature	
Print name	
Date	

For Line Manager's use only:

I give permission for the above applicant to take part in the requested volunteering activity.

Signature	
Print name	
Position	
Date	

Volunteering Evaluation Form (CVS2)

Please complete and return this form to your line manager following the completion of the volunteering activity. Your line manager should send a copy of this completed form to People and Wellbeing (hra@uws.ac.uk).

Date of volunteering activity	
Number of hours	
Activity undertaken	

What were the benefits to you and the organisation or beneficiaries involved in the volunteering work?

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Please comment on your experience of the Colleague Volunteering Scheme in terms of its process and any ideas you have for how it could be improved.

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Name	
Department/School	
Signature	
Date	