



JMSU Volunteering

Student Code of Conduct

John Moores Students' Union (JMSU) is committed to supporting students into volunteering and to ensure all volunteering opportunities are run safely, inclusively and responsibly. The Volunteers Code of Conduct applies to all students registered with the JMSU Volunteering platform.

Students who volunteer to lead student activities or fulfil a representative role within the Union are key in shaping the experience of all students during their time at University. The below agreement is not intended as a legally binding contract but to set out what these volunteers can expect from their Union and in return how they are expected to act.

Volunteers Expectations are:

- Volunteers will not be expected to undertake any tasks they do not feel comfortable with, or be asked to give more time than they feel able to.
- Volunteers have the right to expect certain support and to be respected and not discriminated against.
- All volunteer personal details will remain confidential.
- To be provided with a detailed description of their role, what is expected of them, time and other commitments, skills they will need etc.
- To not to be used to replace the work of paid staff
- To be able to claim for out of pocket expenses for specific volunteer schemes approved by the volunteering organisation.
- To be given appropriate recognition in the form of certificate or feedback in relation to their volunteering

JMSU Expectations are:-

- Each volunteer is responsible for his/her conduct
- People will be relying on the volunteers' attendance. If a volunteer is unable to attend their volunteering, it is the responsibility of the volunteer to let the project coordinator and/or the volunteering team know as soon as possible.
- Volunteers are expected to act responsibly and take reasonable care to ensure that their own safety and the safety of others are not at risk whilst undertaking voluntary duties.
- Volunteers must never be under the influence of, or carry, drugs or alcohol when volunteering.
- Volunteers will be expected to undertake the relevant training needed for their role; work within the Union's values and visions; be polite, professional and inclusive to those who work within and receive a service from the Students' Union;
- Complete the relevant feedback and monitoring forms;
- Comply with the relevant policies and procedures highlighted to them in their training.
- Volunteers must remember they are a representative of JMSU, LJMU and themselves. How the volunteers conduct their manner is paramount to professionalism and representation.

Consequences

Failure to adhere to the Volunteer Code of Conduct may result in a formal warning and/or removal from a project.