The Turing Trust Volunteer Policy

The Turing Trust recognises that people become involved in volunteering for a variety of reasons and are often motivated by a range of personal goals. We hope that you enjoy your time with the Turing Trust and find it a rewarding experience.

This policy sets out the principles governing the role of volunteers within the Turing Trust and summarises the different roles available for volunteers. Arrangements with volunteers depend on trust and mutual understanding, and are not intended to be legally binding. We aim to train, support and supervise our volunteers to the best of our abilities and to act quickly and fairly if difficulties arise.

Principles

- All volunteers and staff will be valued and treated with respect
- All volunteers will have support, feedback, encouragement and appreciation
- All volunteers can expect to work in a safe, friendly environment
- All volunteers will have access to information about the charity, its ethos, policies and ongoing development
- All volunteers should feel free to raise their concerns and know that these will be taken seriously
- The conduct of all staff and volunteers should be guided by integrity, discretion and dignity and all volunteers should expect others in the charity to adhere to such codes of conduct
- All volunteers should ask for help and support when needed to fulfil their role
- All volunteers should adhere to the Turing Trust policies and procedures
- All volunteers should refrain from public criticism of the Turing Trust, its work or its policies.

Practice guidelines

The following guidelines deal with practical aspects of the involvement of volunteers.

Recruitment

All prospective volunteers will be asked to complete the volunteer application form on the Turing Trust website. This will apply even when volunteers are responding to adverts placed with Volunteer Edinburgh or other organisations. The application form will give us information about their areas of expertise and interest and they will then be contacted by the most appropriate person to discuss this further. Individuals must demonstrate a commitment to the aims of the charity and will only be placed if their skills as a volunteer meet the needs of the organisation at the time of application. If an applicant is suitable, but there are no vacancies for a particular role at the time they apply, they will be asked whether they would like to be placed on a reserve list and contacted as soon as a vacancy becomes available. Volunteers will not be accepted if they have a conflict of interest.

Induction and Training
All volunteers will receive the volunteers' handbook (electronically) and will undergo induction and training that is relevant to their role.

Volunteer agreements and voluntary work description
All volunteers will be required to sign a volunteer agreement to confirm their role within the charity, that they understand and will adhere to the Turing Trust policies and that they will commit to a minimum of hours of volunteering per year.

Support
All volunteers will have a named mentor as their main point of contact. They will be provided with regular opportunities for feedback on progress, to discuss future development and to air any problems. All
volunteers are encouraged to express their views, raise concerns and make constructive suggestions to support the work of the Turing Trust.

Expenses
Volunteers will not receive reimbursement of their expenses unless specifically agreed in advance. This will be made clear to all volunteers from the outset. All volunteers are entitled to tea, coffee and emergency biscuits found in the kitchen area in our Edinburgh premises.

Insurance
The Turing Trust is covered by Employers' Liability and Public Liability Insurance (with the condition that any person or service user involved in lifting heavy goods shall be fully trained in Manual Handling procedures). Please note that the Turing Trust cannot take responsibility for personal possessions or valuables that are lost or stolen whilst on the premises. Volunteers should not bring valuables or should at least keep such items with them at all times.

Health and safety
The Health and Safety risk assessment is on display in our Edinburgh premises and is available as an appendix in the volunteer handbook.

Equal opportunities
The Turing Trust operates an equal opportunities policy in respect of both paid staff and volunteers.

Confidentiality
Volunteers will be bound by the same requirements for confidentiality as paid staff. A database is maintained on all volunteers, containing the information provided at the time of application. Volunteer records are held in confidence and only accessible to those directly managing volunteers.

Dismissal

Volunteers who do not adhere to the organisation's policies may be asked to leave. Grounds for dismissal include but are not limited to, gross misconduct, being under the influence of drugs or alcohol, theft, misuse or unsafe use of equipment, abuse of co-volunteers and staff, breaches of confidentiality, failure to abide by Turing Trust policies, failure to complete duties to a satisfactory standard.

Leaving the Turing Trust

Where possible informal exit interviews will be held with any volunteer leaving the charity. The interview is an opportunity to explore why the volunteer is leaving, their experience and any suggestions they can offer
to improve the running of the organisation. Constructive feedback is always welcome from Volunteers. Each volunteer is entitled to a personal reference when requested.

Volunteer roles

Computer refurbishment

A Refurbishment Assistant at the Turing Trust will be taught all of the procedures we implement to wipe and restore a donated PC to produce fully functional computer ready to ship to Africa.
The main tasks involved in the role include:
- computer wiping
- computer repair
- data security and management
- PC installation
- stock management

Technical learning opportunities include PC fault finding, repair and maintenance, data management, basic computer networking.

IT Systems Development and Support

There are a variety of IT systems of particular interest to the Turing Trust which can benefit from the skills and expertise of those who have already used them.
Requirements are likely to change over time, but at present include:
- Raspberry Pi and RACHEL – this involves developing a Solar powered laboratory running entirely on Raspberry Pi machines acting as both server and clients.
- E-learning software

Social Media

This is for a volunteer who has experience of using both Facebook and Twitter and who is prepared to be the main point of contact for posting. This role does require a basic understanding of how the Trust works and good communication skills to ensure a constant flow of news.

Development of the Turing Trust e-learning library

This role is crucial to the efficacy of the education provided by sending computers to Africa. Content needs to be organised and aligned with the curriculum in each country and any gaps need to be identified and resources identified to fill these gaps. In the longer term, we would hope to develop a learning management system with some of our own content to help schools, particularly in rural areas benefit from students being able to learn effectively in their own time.

Fundraising

This role is for volunteers with enthusiasm and experience in fundraising. They will work closely with the donations manager to maximise our income from fundraising.

Grant writing

This role is to work closely with the team, and in particular the fundraising and communications manager and director of the Turing Trust, to identify potential grants and collaborate on writing the grant applications to maximise our income and to allow us to expand the charity and maximise the benefit we can deliver in Africa.

Graphic design

This role is for a volunteer with experience in design and publishing to support the production of printed media for the Turing Trust.

Video editor

This role is to support the development of news and promotional videos on the website and for use at promotional events.

VOLUNTEER AGREEMENT

Date: _ _ _ _ _ _ _ _ _

Volunteer name: _

Main Turing Trust Contact Name: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Main Turing Trust Contact Details: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

This agreement describes how we intend to work together and is not a legally binding contract. We need you to sign this agreement to confirm that you are a volunteer and not an employee.

You also need to sign to confirm that you agree to follow our Volunteer Policy, our Policy on Data Sanitisation and Destruction and our Guidelines on Data destruction. You also need to agree to ensure that you will not disclose any confidential information that you may encounter whilst a volunteer at the Turing Trust.

You have agreed to undertake the following volunteer role(s)(please tick all relevant):
- ☐ Computer refurbishment
- ☐ IT Systems Development and Support
- ☐ Social Media
- ☐ Development of the Turing Trust e-library
- ☐ Fundraising
- ☐ Grant writing
- ☐ Graphic design / publishing
- ☐ Video editing
- ☐ Admin
- ☐ Book keeping / accountancy support

Both you and the Turing Trust have the right to end your volunteering at any time, but unless there is an emergency or misconduct we will give you at least 2 weeks' notice and would ask that you do the same.

Volunteers have the right to say 'no' to inappropriate demands or to additional tasks that they do not want to do.

If you understand what is involved in volunteering and are happy to start, please sign both copies of this agreement and return one to the Volunteer Coordinator.

I agree to the conditions of my volunteer placement as above and confirm I have received a copy of the Volunteer Policy which includes the Policy on Data Sanitisation and Destruction and our Guidelines on Data destruction and I agree to adhere to the policies of Turing Trust.

Volunteer Signature: _____

Date: _____

Turing Trust Representative Signature: _____

Role of Turing Trust Representative: _____

Date: _____