



Volunteer Absence Management Policy

1. Purpose and Scope

The Hearing Voices Network Dundee is committed to supporting the health, wellbeing and attendance of volunteers, trainees or placement students, as this is essential to the success of the organisation.

The purpose of this policy document is to provide guidance on the Hearing Voices Network (Dundee) policy on absence, absence monitoring and how to notify the Hearing Voices Network of absence. It is important to note that volunteers, trainees or placement students do not have a contract with the Hearing Voices Network, and this document is not designed to imply that there is. Volunteers give their time freely to the organisation. However there may be service users or other volunteers who could be impacted by an absence and it is important we have an awareness of consistency in attendance, and have time to arrange cover for the shift.

2. Reference Materials

Hearing Voices Network Attendance Management for Staff
Volunteer Scotland Good Practice Guide
Hearing Voices Network Annual Leave Form
Hearing Voices Network Special/ Compassionate Leave Form

3. Types of Absence

Absence can fall into the following categories

- Holidays
- Sickness
- Unavoidable Absence; for example medical appointments, exams etc
- Unexpected Absence; for example emergencies, dependants etc

4. Notification of Planned Absence

In order to enable the staff team to make adjustments to rotas and/ or arrange cover for the shift, the Hearing Voices Network Dundee appreciates as much notice as possible for holidays and planned absences. A Notification of Leave form should be completed and submitted to a member of staff.

5. Notification of Unplanned Absence

Sickness



Hearing Voices Network Dundee (SCIO)
216 - 222 Hilltown
DUNDEE
DD3 7AU
Tel: 01382 223023
Website: www.hearingvoicesnetwork.co.uk
Scottish Charity Number SC047597
Email: hearingvoices@havendundee.co.uk

In the event that a volunteer, trainee or placement student is unwell, we would be grateful if the person could contact the Hearing Voices Network at the earliest convenience. A member of the staff team should be contacted on the following;

Telephone: 01382 223023

Email: hearingvoices@havendundee.co.uk

The Hearing Voices Network discourages contacting members of staff via personal mobile numbers as the staff member may not be on shift that day to report the absence on.

If the sickness is likely to last sometime, please contact the Volunteering Support Worker or the Development Officer to discuss longer term arrangements.

Emergencies

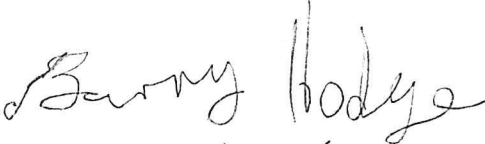
The Hearing Voices Network recognises that emergencies happen, whether it's to do with family, friends, pets, children, boilers, cars etc. In such emergencies, we would ask that a member of the staff team be contacted using the same contact details as above. In the event that the situation cannot be resolved quickly, please contact the Volunteering Support Worker or the Development Officer to discuss longer terms arrangements.

Absence Recording

As part of the support we provide for volunteers, the Hearing Voices Network provides references for potential employment, other volunteering opportunities or further education. These references often ask for information on attendance and reliability. In addition the regular unexpected absence of a volunteer, trainee or placement student can significantly impact service users, other volunteers, trainees or placement students. For those reasons, the Hearing Voices Network records the absence of volunteers, whether it was planned or unplanned, but not the specific reason for the absence in accordance with the Data Protection Act 1998.

Volunteers, trainees and placement students can request to see a copy of their absence record from the Volunteer Support Worker or the Development Officer.


30.8.2018


30/8/2018