

## CVA Code of Conduct

The aims of the CVA are:

- To provide & deliver a high quality programme of student development that includes personal & professional development, employability skills and career progression
- To support the delivery of the whole Loughborough Sport offer through a high quality student workforce

This agreement is intended to indicate the reasonable expectations of both the volunteer and Loughborough Sport CVA.

Loughborough Sport CVA will:

Induction and training

- Provide adequate training, assistance and information to enable you, the volunteer to meet your volunteer requirements & responsibilities
- Provide CPD opportunities before and throughout the period of time you will be volunteering according to the role you are undertaking (where appropriate)

Supervision & support

- Provide the necessary level of supervisory support & feedback on progress throughout the volunteering role
- Treat you with the same respect and appreciation as any of our staff members
- Create networking opportunities with relevant partners to enable you to build a wider network of support and career opportunities and development

Health & Safety

- Where appropriate, provide relevant training and a safe working environment • Provide adequate Loughborough University insurance to cover you against injury you may suffer or cause whilst you are carrying out your volunteer role

Equal Opportunities

- Ensure that you are treated in accordance with our equal opportunities policy and that you treat others in the same way

Recognition & Expenses

- Have the opportunity to be part of the Loughborough Sport CVA Recognition Scheme
- Have the opportunity to purchase discounted CVA kit which you may wish to wear for your role
- Reimburse reasonable expenses incurred through your volunteer role. These must be agreed in advance with the CVA and receipts must be produced to support each claim

The Volunteer will:

- Endeavour to meet mutually agreed time commitments, expectations and standards, as described in the role description / volunteering agreement. You are asked to give reasonable notice if this is not possible so that alternative arrangements can be made
- Follow the organisations rules & procedures, including health & safety, equal opportunities and confidentiality during your voluntary role
- Commit to complete the necessary qualifications (where necessary) and endeavour to attend all training sessions and meetings that enhance your ability to carry out the volunteer role
- Be aware of your own H&S responsibility and act in a responsible manner to ensure your own safety and that of others
- Perform to the best of your ability, representing Loughborough Sport CVA with due integrity and behaving to the highest possible standard at all times
- Be prepared to be featured within Loughborough Sport social media as a positive case study or story
- Agree to log your hours of volunteering on the CVA Portal
- Agree to conduct an evaluation / consultation where asked on your voluntary role
- Agree to be an advocate of the CVA and join the CVA Alumni community upon graduating
- Agree to provide a satisfactory disclosure statement (DBS Check), if required, from the Disclosure and Barring Service – for more information see:

<https://www.gov.uk/crb-criminal-records-bureau-check>

Time Commitment

- Each role has a differing time commitment and a guideline is always stated at the beginning of the Volunteer Agreement
- The voluntary activity may take place during either the daytime and / or evenings as set out in the role description

Problem Solving

- We want your volunteering experience to be a positive one. However problems do sometimes occur. If you have any problems or concerns during your volunteering, you should discuss them in the first instance with a member of the CVA. If we have any issues or concerns about your role, we will discuss them with you, but continued or serious concerns may result in us following the 'CVA Misconduct' procedures