Peer Education Programme - Volunteer Procedure
(Appendix to University of Dundee’s Volunteer Policy)

The Peer Education programme has been established at the University of Dundee to provide students with opportunities and support to have conversations on campus about gender-based violence (GBV) (focusing mainly on sexual violence). GBV is a function of gender inequality which results in physical, sexual, and psychological harm. Forms of GBV include (but are not excluded to) domestic abuse, rape, sexual assault, sexual harassment, stalking, child sexual abuse, commercial sexual exploitation, forced marriage, female genital mutilation and dowry-related abuse. The University of Dundee is committed to working with others to end GBV and is involved in organising prevention activities and events on campus. One part of this wider prevention programme is the Peer Education programme. We recognise the importance and power of students talking to students about GBV. Volunteer peer educators are central to the success of this programme.

Procedures you can expect:

Recruitment and Selection

We aim to ensure our recruitment process is fair and transparent.

We will publicise the peer education volunteer opportunity/ies widely and aim to recruit a diverse range of volunteers. There will be a volunteer opportunity descriptor which will outline the background, content and time commitment of the opportunity. We look for suitability to perform a specified task or role on behalf of University of Dundee and satisfactory references.

In order to register your interest in participating in this programme, you will be asked to complete a volunteer form by an agreed date. There will be enough time for you to complete this form and to ask any questions you might have about this programme.

When the deadline for submitting forms has passed forms will be reviewed by staff within Student Services who will then contact you to let you know whether or not you have been invited for an informal interview.

An informal interview will then be held. You will be asked to meet with at least two staff members from Student Services. This is an opportunity for you to ask questions and it is also a good opportunity for staff from Student Services to make sure that this volunteer opportunity is a good fit for you.
If it is agreed after this informal interview to proceed you will be invited to 3 x 1 day training sessions.

On completing the training sessions you will be invited to meet with Sarah Browne (Student Support Worker (Wellbeing and Sexual Violence Prevention)) to discuss the training. If after this meeting it is agreed that you will become a volunteer on the Peer Education programme you will be notified and supported to organise and facilitate peer education sessions. This is also subject to the receipt of satisfactory references (you will be asked to provide the details of two referees as part of the volunteer form).

Training
You are asked to complete 3x1 days training to undertake this role. The training will cover facilitation skills, GBV awareness-raising, and you will practice delivering the peer education training session. Further training and development opportunities will be available to you throughout your time as a volunteer. These opportunities will be determined by you and organised by Sarah Browne. We aim to support you in this role and to ensure that there are training and development opportunities available to so you can develop your knowledge, understanding and skills not only in this role but for your future plans.

Support
Upon commencing your volunteer role you will be assigned a contact who will be responsible for providing support, advice and guidance. They will aim to meet with you every 4-6 weeks to ensure you have enough support and opportunities to provide feedback. You will also be offered a catch-up after any peer education session you deliver to answer any questions you might have and to offer an opportunity to reflect on the delivery of the workshop.

Resolving Volunteer Issues
We aim to resolve any volunteer issues promptly, fairly and transparently. Should you have an issue to raise you should speak to Sarah Browne in the first instance. If the issue is about Sarah or you feel uncomfortable raising this issue with her, you should speak to a member of the Enquiry Centre who will direct you to someone else within Student Services. You can expect your concern to be taken seriously and to be dealt with in confidence. Should your issue require further investigation, you will be updated with the progress, and the outcome (where
confidentiality allows) shared with you. If an issue is raised about you as a volunteer Sarah will invite you to speak to her informally and to ascertain if any immediate actions such as the offer of additional training is required. At this meeting a course of action will be agreed and this will then be monitored. Should the issue remained unresolved, Sarah will refer on to another colleague in Student Services. An offer of volunteering can be withdrawn at any point but support will be provided to ensure that other possible opportunities are highlighted to you.

**Outcomes and Benefits**
This is a great opportunity for you to gain new skills and learn important techniques. Becoming a peer educator will not only allow you to make a difference but will also provide you with an opportunity to develop skills important to your future employability. As such, you can use these new skills to apply for extra recognition such as a graduate skills and/or volunteering award (Dundee Plus). If desired you will be supported in registering for this award as recognition of your achievements.