



VOLUNTEER

Introduction

This policy sets out the broad principles for voluntary involvement in The Arts Society (the organisation). It is of relevance to all within the organisation, including volunteers, staff members and those elected or appointed to positions of responsibility.

This policy will be reviewed regularly to ensure that it remains appropriate to the needs of the organisation and its volunteers.

The Arts Society acknowledges that volunteers contribute in many ways, values the time given and skills brought by volunteers and is committed to supporting, encouraging and developing volunteering.

The organisation recognises its responsibility to arrange its volunteering efficiently so that the outcome of the volunteer's time and effort is to the mutual advantage of all concerned.

Policy

The Arts Society recognises that volunteers are an important part of the organisation, with a distinctive and complementary role to that of paid employees. The role of volunteers complements but does not replace that of paid staff. This policy outlines The Arts Society's approach to volunteering. A Volunteer Policy sets out the relationship between the organisation and its volunteers.

This policy is for volunteers. Use this document to:

- Understand The Arts Society's policy on volunteering.
- Find out about other policies and documents which are relevant for volunteers

In the Arts Society Volunteering takes many forms, including but not limited to Church Recording, Heritage Volunteers and Young Arts. These activities contribute directly to the functioning of the Arts Society and its benefit to wider society, within the scope of the Arts Society's Charitable Objectives. Given the breadth of range of volunteering activities, this Policy document is generic rather than specific to any category of volunteer.

Diversity and equality – the organisation is committed to equal opportunities and believes that volunteering should be open to all regardless of race, gender, religion, sexual orientation, political beliefs or offending background that does not create a risk to vulnerable groups including children.

Other policies - All volunteers will be made aware of and have access to all the organisation's relevant policies, including those relating to volunteering, health & safety, safeguarding vulnerable groups and equal opportunities.

Expenses - The organisation's volunteers are able to claim reasonable out of pocket expenses, subject to the production of receipts as evidence of the expenditure. The organisation has a consistent approach to the reimbursement of expenses which are the same for volunteers, staff, etc. and are as approved by the Inland Revenue.

Insurance - The organisation's Public Liability insurance policy provides cover for volunteers whilst they are undertaking volunteer roles for the organisation. The organisation does not insure the volunteer against personal accident nor personal possessions against loss or damage.

Dispute resolution - the organisation will try to resolve fairly any problems, complaints or difficulties you may have whilst engaged in your volunteer role. We will deal sensitively and supportively with all parties involved, in the unlikely event of any concerns or complaints about you in your volunteer role.

Rights and responsibilities

The organisation recognises the rights of volunteers to:

- understand what is (and what is not) expected of them
- have adequate support in their volunteering
- volunteer in a safe environment
- be insured
- know their rights and responsibilities if something goes wrong
- receive relevant out-of-pocket expenses
- receive appropriate training
- be free from discrimination

The organisation expects volunteers to:

- be reliable
- be honest
- respect confidentiality
- make the most of training and support opportunities
- carry out roles in a way that reflects the aims and values of the organisation
- carry out roles within agreed guidelines
- respect the work of the organisation and not bring it into disrepute
- comply with the organisation's policies

Volunteers are expected to comply with all Policies and procedures of The Arts Society.

For further information, please see The Arts Society's other policies.

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