

Volunteering Policy: Maindee Festival Association

Introduction

Maindee festival (M.F.) is an annual celebration of arts and cultural diversity. The day itself and the preparation promote the arts and brings together different people from the community and Newport.

This policy is relevant to volunteers, funders and trustees

The purpose of the policy is to ensure cohesion and consistency for volunteers

The policy is endorsed by the committee and will be reviewed annually and modified if necessary

Commitment

Maindee festival recognises and values the contribution of volunteers and wishes to support them

M.F. strives to place its volunteers in roles that are suitable for the volunteer and beneficial to the festival

Statement of Values and Principles

M.F.

- recognises people's different motives for volunteering and considers this when managing its volunteers
- respects and listens to the views of its volunteers
- feels that volunteering encourages altruism
- aims to promote and encourage community integration and feels that its use of volunteers aids this
- takes a flexible and informal approach with its volunteers
- distinguishes volunteering from employment
- treats its volunteers equally and respectfully

Definition

The following definition of volunteering comes from the Welsh Assembly Government:

'Volunteering is an important expression of citizenship and an essential component of democracy. It is the commitment of time and energy for the benefit of society and the community and can take many forms. It is undertaken freely and by choice, without concern for financial gain'

Volunteers are an enhancement to and not a substitute for paid staff

Paid staff who work with volunteers will be made aware of the roles and responsibilities (including limitations) of the volunteers and treat them accordingly

If there is industrial action, volunteers will not be used as a replacement.

There is no formal obligation on either side and therefore no contract regarding hours or tasks

The relationship is based on trust and either side expect support and commitment

Volunteers will be made aware of what is expected of them, their role and given set tasks to carry out.

Recruitment and selection

M.F. is committed to equal opportunities and volunteers will be selected on ability to carry out tasks.

Volunteers will be set tasks which match their personal skills, qualities and abilities.

Where it is decided that a volunteer is not suitable, they will be sign posted to another organisation such as GAVO

A CRB check will only be carried out where necessary on volunteers who will be lone-working with children and/ or vulnerable adults

Applicant's information will be treated confidentially

Training and development

Volunteers will be made aware of M.F.'s policies

Volunteers will have induction and be given necessary information to carry out tasks

M.F. recognises that training and support is important. Therefore, volunteers will be encouraged to learn from and develop their role

Support and Supervision

Volunteers will be given set tasks and trained/debriefed accordingly

Volunteers will have a designated person to guide and manage them; this designated person will support the volunteer with issues relating to volunteering

Volunteers will be invited to meetings where they can discuss issues

Volunteers will be thanked and shown appreciation

Expenses

In order to ensure equal opportunities out of pocket expenses must be offered to all volunteers

Volunteers need to provide receipts to claim reasonable out of pocket expenses

Rates of re-imbusement apply to all volunteers, committee members and staff and are approved by the Inland Revenue.

During induction, volunteers will be made aware of procedure for claiming expenses

Conditions of service

Volunteers are covered by M.F.'s insurance when carrying out tasks

Volunteer's personal items will not be insured

Volunteers may leave at anytime. Feedback is welcome

Security and confidentiality

If applicable, volunteers will be advised that they need to be confidential

For security and health and safety purposes, a designated person will hold a record of volunteer's names and addresses

Additional information may be held regarding training undertaken, for example.

Information on volunteers will be kept confidentially

Volunteers have access to their individual records and are informed of their rights under the Data protection act and M.Fs data protection policy

Settling differences

Volunteers will be treated equally, objectively and consistently.

Their views will be taken into consideration and as many facts a possible gained before making decisions

A designated person will be responsible for handling volunteer's complaints and for volunteers conduct

An informal approach will be taken to problem solving in the first instant. If problems cannot be resolved between the designated person and the volunteer, they may have to go to the committee for discussion

Roles and responsibilities of the volunteer

M.F. expects the following from its volunteers

- **Primarily to carry out the tasks which have been mutually decided upon**
- **enthusiasm for training and support**
- **to be aware of and support M.F.'s values and aims**
- **to not bring shame or disrepute on M.F.**
- **be aware of and follow guidelines, procedures and policies when volunteering**