



VOLUNTEERING POLICY

Introduction

- 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 Association recognises and values the contribution of volunteers and wishes to support them. It strives to place its volunteers in roles that are suitable for the volunteer and beneficial to the festival

Statement of Values and principles

Maindee Festival Association will:

- recognise people's different motives for volunteering and consider these when managing its volunteers
- respect and listen to the views of its volunteers
- feel that volunteering encourages altruism
- aim to promote and encourage community integration and feel that its use of volunteer's aids this
- take a flexible and informal approach with its volunteers
- distinguish volunteering from employment
- treat its volunteers equally and respectfully

Definition

The following definition of volunteering comes from the Welsh Government Volunteering Policy

Volunteering is activity which:

- is undertaken freely, by choice
- is undertaken to be of public/ community benefit

- is not undertaken for financial gain If a person undertakes activity either on a mandatory basis or under threat or sanctions, such activity is not considered to be volunteering, even where it is for community benefit and not for financial gain. Both the individual and the wider community may well benefit from such experience – in some cases it marks the start of a life-long volunteering journey – and neither the person nor the activity should be denied proper recognition of their value. Nevertheless, it is very important to safeguard the principle that volunteering should be a matter of choice rather than compulsion.

Recruitment and selection

Maindee Festival Association 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 Maindee Festival Association policies. Volunteers will have induction and be given necessary information to carry out tasks. We recognise 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

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 Maindee Festival Association's insurance when carrying out tasks. Volunteer's personal items will not be insured. Volunteers may leave at any time. 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 Maindee Festival Association's data protection policy

Settling differences

Volunteers will be treated equally, objectively, and consistently. Their views will be taken into consideration and as many facts as 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 instance. 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

Maindee Festival Association. 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 Maindee Festival Association's values and aims
- To not bring shame or disrepute on Maindee Festival Association
- Be aware of and follow guidelines, procedures, and policies when volunteering

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