



Specialists in Creative Placemaking

Finding your place – in your place


Volunteers Policy

Purpose: To provide a clear organisational statement on our stance for supporting our volunteers.

This policy replaces all previous versions

Owner	Company Secretary	
Approved	09/02/2018	
Policy Number	CORP/004	
Review Date	11/03/2023	
Change History		
Version	Date	Summary of Change
1.1	11/03/2020	Change of owner

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1 Introduction

Interwoven seeks to involve volunteers to:

- ensure our services meet the needs of our customers/community/artists
- provide new skills and perspectives
- increase our contact with the local community we serve

2 Principles

This Volunteering Policy is underpinned by the following principles:

- Interwoven will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to Interwoven's work
- Interwoven does not aim to introduce volunteers to replace paid staff
- Interwoven expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work
- Interwoven recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.

3 Practice guidelines

The following guidelines deal with practical aspects of the involvement of volunteers. More detailed information, including copies of the various documents referred to, is provided within other Interwoven policies.

Recruitment

All prospective volunteers will be interviewed to find out what they would like to do, their skills, suitability and how best their potential might be realised.

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Disclosure Barring Service

All volunteers (and creative contractors) will require a clear Enhanced DBS check in all work-groups before being allowed to carry out Interwoven activity that involves contact with vulnerable workgroups (see Safeguarding Policy) or entering areas, such as schools, where vulnerable groups are. New DBS checks are required every 3 years following continued involvement with Interwoven.

Volunteer agreements and voluntary work outlines

Each volunteer will have a volunteer agreement establishing what Interwoven undertakes to provide them. In addition they will agree to a written outline of the specific work they will be undertaking. Neither of these documents is a contract; Interwoven has no intention of creating a contract with any volunteers.

Expenses

All volunteers will have their travel and other expenses reimbursed if agreed prior to undertaking the journey or activity requiring reimbursement.

Agreed expenses will only be reimbursed upon production of the appropriate receipt, or travel ticket.

Induction and training

All volunteers will receive an induction into Interwoven and their own area of work. Training will be provided as appropriate. Where possible, volunteers will be entitled to receive additional training on the same basis as paid staff.

Support

All volunteers will have a named person as their main point of contact. They will be provided with regular supervision to feedback on progress, discuss future development and air any problems.

The volunteer's voice

Volunteers are encouraged to express their views about matters concerning Interwoven and its work.

Insurance

All volunteers are covered by Interwoven's insurance policy whilst they are engaged in any work on Interwoven's behalf.

Health and safety

Volunteers are covered by Interwoven's Health and Safety Policy.

Equal opportunities

Interwoven operates an equal opportunities policy in respect of both paid staff and volunteers. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

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Problem solving

We aim to identify and solve problems at the earliest possible stage. A procedure has been drawn up for dealing with complaints either by or about volunteers.

Confidentiality


Volunteers will be bound by the same requirements for confidentiality as paid staff.

Leaving Interwoven

Volunteers will be expected to return any items of equipment or documentation to Interwoven upon surrendering their volunteer position.

4 Policy Review

- 4.1 This policy will be reviewed every 3 years unless there is a change of law or contractual requirements which will result in earlier review and changes.

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