 ***Arts Dream Selsey Volunteer Policy***

***Charity no-1155713***

***Company no- 8857997n***

Arts Dream Selsey places great value on the involvement of volunteers in its projects and activities. They enhance the range and quality of services ADS provides by offering the skills, knowledge and experience necessary for a variety of roles. These include for example as members of the management team and as Trustees, and operating on the numerous art, singing and dramatic projects that ADS engages in.

This policy aims to ensure that volunteers are treated fairly, feel valued and are thereby motivated to provide a professional quality to ADS activities.

***Role of Volunteers***

Before recruiting volunteers, consideration must be given to the appropriateness of the

role envisaged, bearing in mind the following:

◆ The roles of volunteers and those of our paid sessional staff should be distinct

◆ Work carried out by volunteers should not be such that might jeopardise paid posts.

◆ The voluntary role must allow for job satisfaction on the part of the volunteer, as

well as meeting ADS needs

◆ Existing staff and volunteers should be consulted on the creation of new roles for

volunteers which are likely to affect them

◆ When a role for volunteers is identified, a written role description outlining the

general tasks and required skills or qualities should be produced

***Recruitment and Selection***

◆ The ADS team should be involved in selecting volunteers who would be working under their

supervision.

◆ Volunteers should be recruited from the widest possible base and selected

accordingly to their own individual ability to perform the required tasks.

◆ A written description of the intended role description should be given to volunteer

candidates.

◆ A volunteer should be invited to commence working for a trial period prior to any

longer-term arrangement being agreed.

***Induction Training***

◆ All volunteers should be given induction training which includes an explanation of

ADS activities and on-the-job training in the role for which the volunteer has been selected.

◆ On-the-Job training should be given to existing volunteers entering a new role.

◆ All induction trainees should be clear on their roles and where appropriate be given the necessary ADS policy documents for reference. They are also given the most updated ADS Annual Report

***Conditions***

◆ Volunteers should be consulted on any major organisational, policy or operational changes which affect them.

◆ Volunteers will have the same protections provided by all ADS policies, practices and insurance arrangements as those relating to staff.

◆ Provided they are approved beforehand by a manager, reasonable expenses incurred on behalf of ADS including travel expenses outside the local area (for instance to attend meetings), can be reclaimed. If a volunteer's own vehicle is involved in the expenses claim, then all relevant legal and insurance requirements for that vehicle, including an individual's driving licence, must be met.

◆ If a grievance arises for a volunteer which cannot satisfactorily be resolved by their project leader, it should be brought to the Director if it cannot be resolved in any other way

◆ Every effort will be made to involve volunteers with a special need or disability. If this is not possible a clear explanation will be given

◆ Volunteers will be encouraged to make suggestions for improving the quality of the services provided by ADS and to suggest new areas for development

ADS where possible will aim to work within the parameters of the Institute of Volunteers and take advice from Voluntary Action Chichester wo have extensive documentation of the methodology of working with volunteers.

Chris Butler Director 2021