

Cartwheel Arts Volunteer Policy

February 2015

Purpose of our volunteer policy

Our volunteer policy has been created to show our volunteers and potential volunteers that we have spent time and care in planning how volunteers will be welcomed at Cartwheel Arts. It also outlines that all volunteers will be treated in a fair and consistent way. It should also help our volunteers understand what support is available through Cartwheel Arts for them as well as what will be expected from them.

Our vision and mission for volunteering

Volunteering is a great way to share your enthusiasm, skills and ideas whilst having fun and meeting like-minded people. By volunteering for Cartwheel Arts you will be making a positive contribution to community development in our area. Volunteers are vital to our work.

Attracting volunteers and volunteer agreement

Although volunteering opportunities at Cartwheel Arts are not numerous they are indeed varied in type of roles. We have a range of opportunities for volunteers to get involved in. From a one off to a short period, from admin tasks to project coordination, on site or off-site, public facing, manual work, etc. Some of our roles include admin support, marketing support, artists's assistant, festival coordination, etc.

We have opportunities in different areas through our strands: youth projects, health, community development and the arts. We do not have a general volunteer recruitment. We only recruit when there's an opportunity specific to a particular project or area of work. We will advertise our opportunities through different online platforms including our website www.cartwheelarts.org.uk and social networks. We will also promote the opportunity through our newsletter.

1. Volunteering with Cartwheel Arts Ltd

- 1.1 Cartwheel Arts values volunteers within the organisation. We recognise and encourage the unique qualities of individuals, their experience, skills, knowledge and the commitment they can offer.
- 1.2 We work inclusively, and welcome the range of experience people from diverse backgrounds can bring to the work. We aim to work with volunteers to support equal opportunities and widen access to opportunities within our organisation.
- 1.3 Volunteering with Cartwheel Arts should reflect the best available practice for an organization of Cartwheel Art's size and reach. We will strive to do this by ensuring volunteers are not exploited or treated unfairly or unreasonably. We will ensure volunteers are given clear roles which complement the activities of paid staff but do not replace a paid role. Volunteers will be given adequate support and supervision by staff trained to offer it. Written information and guidance will be given to volunteers where appropriate and offered in alternative formats to suit specific needs.
- 1.4 Cartwheel Arts will offer a range of opportunities according to the needs of the organisation and the particular skills and interests of potential volunteers. Volunteering should be of mutual benefit to the organisation and the volunteer. Where possible the experience is intended to offer some form of development and progression for volunteers that meets their interests and fulfills the needs of the organisation in the work we undertake. We may have specific tasks and roles in mind but we will also welcome creative suggestions and ideas that would be of mutual benefit.
- 1.5 Cartwheel Arts accepts the role of volunteers and the services they offer with the understanding that volunteer involvement is at the sole discretion of the organisation.

2 . Definition of Volunteer

- 2.1 There is no legal definition of a volunteer and the word can have different meanings depending upon the context in which it is used. For our purposes we will use the definition of volunteering as used in the 1997 National Survey Of Volunteering:

“ ..any activity which involves spending time, unpaid, doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives, or to benefit the environment. ”

3. Recruitment and selection

- 3.1 Cartwheel Arts has an Equality, Diversity and Inclusion Policy which Cartwheel Arts implements rigorously ensuring compliant EDI practice for recruiting and selecting all members of staff and volunteers.
- 3.2 We will endeavor to ensure recruitment materials are distributed widely to all sections of the community and in formats appropriate to the differing needs of a diverse society within our possibilities. We will regularly review our existing procedures and seek advice and support to ensure they are adapted to reach a wider audience when recruitment takes place. We will ensure that all personnel conducting interviews have undergone EDI training prior to sitting on an interview panel.

4. Screening and Police Checks

- 4.1 Checks for criminal convictions and enhanced DBS disclosures will only be made according to our legal requirements and in accordance with the nature of the voluntary work being undertaken for the organisation. A risk assessment will be made to assess whether such checks legally required or to minimise any risk to vulnerable client groups.

5. Young Volunteers

- 5.1 Volunteers who are below the age of 16 years old must have written consent of their parent or legal guardian prior to volunteering.

6. Risk Management

- 6.1 Cartwheel Arts will undertake risk assessments of agreed activities for volunteers.

7. Written Agreement

- 7.1 Cartwheel Arts will give each volunteer a written agreement which will be signed by the volunteer and a representative of Cartwheel Arts. The agreement will set out what is expected of the volunteer and what they can expect from Cartwheel Arts. It will include practical details such as the number of hours they will volunteer, what their specific job role will be, how they will be supported, and what they can do if there are any difficulties. The agreement will make clear that the relationship between the volunteer and Cartwheel Arts does not constitute any formal contract or offer of employment.

8. Role and Scope of Volunteers

- 8.1 Your role may vary according to what opportunities exist at Cartwheel Arts. The role will be reviewed on a regular basis according to the needs of Cartwheel Arts and the volunteer.
- 8.2 Volunteers are encouraged to use their initiative and develop their role within the organisation as opportunities and circumstances allow. Cartwheel Arts will encourage independence and increasing self reliance, but volunteers must always consult with paid staff. Volunteers must always seek approval from Cartwheel Arts where there is likely to be an impact on the organisation's budget or other resources in carrying out their role.

9. Trial Period

- 9.1 A trial/probationary period will be agreed by the volunteer and Cartwheel Arts. The length of this will depend upon the nature of the tasks undertaken by the volunteer, but will in most cases be three months. This will be stated in the written agreement.
- 9.2 Cartwheel Arts reserves the right to revoke a volunteer agreement at any time and for whatever reason without further recourse. The volunteer is entitled to relinquish their position at any time, for any reason without further recourse.

10. Induction

- 10.1 Each volunteer will be offered a full induction process with further on-going orientation and training where applicable. This is to ensure an understanding of the work of Cartwheel Arts and their role within the organisation. This will include:
 - Some information about CA, our vision, mission and our future plans;
 - The role of the volunteer;
 - A list of all staff members and volunteers
 - Introduction to some volunteers (if applicable);
 - Copy of all the relevant policies including this volunteer policy and also our Health and Safety, Expenses, Equality and Diversity and Complaints procedure, Grievance procedure, Harassment policy, Protection of Vulnerable adults Code of Practice and policy, Confidentiality, Data Protection, Fire Safety (applicable if working in premises) and Child protection (if applicable).
 - Essential procedures such as timekeeping, rota;

- Information about induction, training and ongoing learning opportunities

11. Support and supervision

- 11.1 Volunteers will be offered support and supervision. How this takes place will vary according to the needs of the volunteer, the role they have undertaken, and the judgment of Cartwheel Arts.
- 11.2 Overall responsibility remains with the Project Co-ordinator. Specific, day to day support will be offered by named individuals. It may be their specific job to support the volunteer in their general work, or it may be that a particular task requires the expertise of a certain member of staff.

12. Absenteeism

- 12.1 If absence is expected volunteers should inform their Project Co-ordinator as far in advance as possible.

13. Expenses

- 13.1 Out of pocket expenses, travel and subsistence costs arising from work taking place away from the Cartwheel Arts office will be reimbursed. Receipts are to be submitted to the administrator for expenses claims.

14. Access to Property and Materials

- 14.1 Volunteers shall be given appropriate access to the property of the organisation and those materials necessary to fulfill their tasks. Volunteers shall receive training in the correct operation of equipment. Property and material shall only be used when directly required for the volunteer task. Volunteers must seek assistance from the organisation if they are unclear or unsure about any aspect of the operation of equipment.

15. Insurance, Health and Safety, Accidents and Risk Assessment

- 15.1 Cartwheel Arts has a valid insurance policy so that volunteers are covered by public liability, which all volunteers are advised to read. Volunteers will be covered by Cartwheel Arts' insurance policy whilst undertaking agreed activities. Cartwheel Arts also has a H&S policy which we will keep reminding you of and give simple instructions on how to perform each task safely. We have clear procedures for accidents and emergencies and will always have a first aider on field sites.

- 15.2 Volunteers are responsible for their own health and safety and should not put themselves in a position that could place them, or others, in danger. Volunteers should never undertake any work if they have concerns about their own or others' health and safety. If they have any such concerns, they should stop the work and raise these with Cartwheel Arts H&S nominated leader or their line manager. Cartwheel Arts will deliver the adequate training needed for the activities the volunteers will be involved in. All activities at Cartwheel Arts are risk assessed.

16. Confidentiality

- 16.1 Cartwheel Arts has a Data Protection policy that complies with the Data Protection Act of 1998. Our DP Policy sets out our commitment to protection persona data and how we implement that commitment with regards to the collection and use of personal data.
- 16.2 Volunteers will need to exercise confidentiality and diplomacy with regard to the work of the organisation. This will be stated in the written agreement and the induction process.
- 16.3 Failure to maintain confidentiality could lead to Cartwheel Arts withdrawing the volunteering opportunity from the volunteer.

17. Personal File

- 17.1 Cartwheel Arts will keep an administration file for each volunteer for the time of engagement and beyond during the 3 following years. The file may contain the following: contact details, supervision and training records, tasks undertaken, evaluation records, and copies of signed documentation such as the written agreement and induction.
- 17.2 The file will be stored securely and will only be accessible to named staff involved with the support of volunteers. Volunteers will have the right to view any information held in their file.
- 17.3 Information will be kept confidentially and in accordance with Data Protection legislation.

18. Equality, Diversity and Inclusion

Cartwheel Arts is committed to embracing diversity and promoting equality and inclusion. When representing Cartwheel Arts as a volunteer

we expect you to support demonstrate our commitment to promoting equality, tackling discrimination and fostering good relationships between diverse groups.

19. Complaints and problems

19.1 Volunteers will be encouraged to discuss issues informally to facilitate a speedy resolution of any problems. Volunteers will be referred to Cartwheel's Arts Complaints Procedure, as per staff members.

20. Consultation and Review

20.1 Cartwheel Arts will regularly review and update its policies, practice and procedures regarding volunteers. The views of volunteers will be sought as part of this process.

21. Volunteers and Benefits.

21.1 Cartwheel Arts acknowledges that volunteering will not adversely affect people in receipt of benefits provided they are honest and direct with benefits agencies. However, detailed rules and regulations govern this area and it is beyond the remit of this policy to address this in detail. Consequently, when volunteers in receipt of benefits join the organisation, we will advise them to seek specific guidance.

21.2 Cartwheel Arts cannot offer advice on welfare benefits to potential volunteers. It is the responsibility of potential volunteers to enquire with the relevant benefits service as to how volunteering may affect them financially.

This is the Volunteer Policy of **Cartwheel Arts**

It will be reviewed every 3 years

Date of next review February 2018

Signed



Position Alyson Malach, Chief of Board of Directors.

Signed



Position Rick Walker, Director of Cartwheel Arts