

Policy on Volunteering at Classics for All (CfA)

1. Policy Principles

- 1.1 Volunteers are very important to CfA and their commitment and enthusiasm is appreciated. CfA is committed to providing meaningful, enjoyable and safe volunteer assignments of real value within clear and appropriate programmes of activities.
- 1.2 CfA defines volunteers as those who are under no obligation to perform duties and who have no expectation of, and do not receive any, remuneration for the time that they spend volunteering for CfA.
- 1.3 The relationship between volunteers and CfA does not create a legally binding contract or a relationship of employment between CfA and the volunteer. CfA accepts the volunteers on the understanding that their services are received at its sole discretion, and that a volunteer's relationship with CfA may be terminated by either side at any time without notice and for whatever reason.
- 1.4 Volunteers are not a substitute for employees and CfA does not recruit volunteers to displace them. Individuals who gain employment at CfA must step down from their volunteer roles. Staff may not be CfA volunteers whilst also working for CfA, although they may occasionally assist in other roles as part of their personal development.

2. Joining the Volunteer Programme

- 2.1 CfA is committed to engaging and developing a diverse volunteer body.
- 2.2 When CfA has opportunities for volunteers, where possible these are shown on the CfA website. CfA may select individuals from applications for voluntary opportunities and invite them to a meeting to determine whether the individual would be suitable as a volunteer for CfA. CfA's decision on suitability of a prospective volunteer is absolute and final.
- 2.3 We check references on volunteers and security checks, e.g. DBS, where appropriate.
- 2.4 Individuals from outside of the European Economic Area must ensure that they have a visa which permits them to volunteer in the UK for CfA before applying to be a volunteer.
- 2.5 Children and young people under 18 may volunteer only as part of a recognised work experience programme.

3. Volunteer Guidelines

- 3.1 The days and hours agreed for voluntary work should be arranged by prior mutual agreement between the volunteer and a member of CfA staff.
- 3.2 If you are unable to attend your shift as arranged, please inform a member of CfA staff as soon as possible. Conversely, if CfA needs to move a pre-arranged time, the volunteer will be contacted as soon as possible.
- 3.3 Work to be undertaken should be defined, agreed and supervised by the relevant member of CfA staff.

4. Induction and Training

- 4.1 Volunteers are provided with an induction and training appropriate to their volunteer role. This will always include a summary of the role and the likely period of role, details of any space or equipment provision and relevant health and safety information.
- 4.2 Any volunteer handling data will be trained and supervised in accordance with our Privacy Policy which complies with GDPR regulations.

5. Expenses and Benefits

- 5.1 Volunteers may enjoy the same access to facilities as other members of staff, including use of the office, staff kitchen and office showers. Free tickets to CfA events can also be arranged only when space is available.
- 5.2 When appropriate, CfA is able to reimburse travel expenses up to £5 per day.

6. Supervision and Support

- 6.1 CfA is committed to ensuring that all volunteering experiences are meaningful, enjoyable, rewarding and safe. All volunteers are assigned a member of CfA staff to act as their supervisor during their time spent volunteering for CfA and can contact the Executive Director with any queries or concerns.
- 6.2 Volunteers do not have the authority to represent themselves as spokespersons for CfA, to make contracts for CfA or make any other commitment on its behalf.

7. Diversity and Equality

- 7.1 CfA is committed to developing a diverse volunteer body and to making volunteering opportunities as accessible and responsive as possible to the different needs of our volunteers.
- 7.2 CfA will discuss any needs that prospective or existing volunteers may have in order to identify the best volunteering opportunities available and to support their full and safe involvement. When required, CfA will make reasonable adjustments to volunteering roles where possible.

8. Health and Safety and Indemnity

- 8.1 CfA is committed to ensuring that all volunteering experiences are safe. Volunteers are asked to attend any support, training or supervision sessions necessary in order to meet health and safety requirements.
- 8.2 CfA will indemnify volunteers and hold them free from liability for civil liability to any person as the result of personal injury loss or damage arising from the execution or purported execution of tasks assigned to them on any CfA premises. This indemnity will not apply where a volunteer acts negligently, recklessly or in bad faith.

9. Confidentiality

- 9.1 Volunteers should uphold the name of CfA and maintain the confidentiality of all confidential information about the charity or affairs of the charity or about any other matters which may come into their knowledge while volunteering. This restriction does not apply to any information which is already in, or comes into, the public domain otherwise than through the volunteer's unauthorised disclosure.
- 9.2 All confidential records, hardware and software, documents and other papers (together with any copies of extracts thereof) made or acquired in the course of voluntary work shall be the property of CfA and must be returned to it on the termination of the voluntary role.

Volunteer name [please print]:	
Volunteer signature: <i>Typed name only is acceptable for an e-version of this form</i>	
Date:	

Please return by email to: contact@classicsforall.org.uk

Or post to: Classics for All, 201 Garden Studios, 71-75 Shelton Street, London WC2H 9JQ

This Policy will be reviewed at least once every five years. 10 August 2018