

Freeport Records Volunteer Policy

1.0 Introduction

- 1.1 Freeport Records recognises that there can be situations in which Volunteers can help can make an appropriate and significant contribution to the work and service objectives of Freeport Records. This document, the Freeport Records *Volunteer Policy*, defines the term and sets out the principles, practices and procedures which Freeport Records will follow in the appointment, management and supervision of volunteers.

2.0 Definition

- 2.1 Volunteers may be described as individuals who put their experience, knowledge and skills at the disposal of an organisation, free of charge, with the primary aim of helping the organisation to achieve its service objectives and/or with the primary aim of bringing some benefit to the local community. In this sense, Volunteers are to be distinguished from student, other work placements and secondees, where the primary aim is usually for the student or secondee to obtain certain work experience or to carry out work or research in certain areas.

3.0 Principles

- 3.1 In appointing Volunteers Freeport Records will adhere to the following principles:-

- (a) Volunteers will not be used to do the work of paid staff during an industrial dispute;
- (b) Current Freeport Records employees will not be engaged as Volunteers at Freeport Records.

4.0 Recruitment of Volunteers

- 4.1 Volunteers will be selected through the following process:

4.2 **STEP 1:**

- (a) a *Role Description*, outlining the specific tasks, responsibilities and reporting lines of the Volunteer;
- (b) Terms *and conditions* including the duration, hours, expenses, insurance, etc., relating to the placement;
- (c) a *Specification*, outlining the relevant experience, skills, knowledge, abilities and equal opportunity awareness necessary to carry out the role effectively.

4.3 STEP 2:

The prospective Volunteer will be invited to a Panel meeting with the intended line manager and the Coordinator or her/his representative if possible. Using the *Role Outline* and the *Specification* the parties will engage in a two-way discussion of the proposed role, of its requirements and of each other's expectations, with a view to assessing mutual suitability. Following the meeting Freeport Records representatives will make a decision within one week regarding the individual's suitability for the particular role.

4.4 STEP 3:

Prior to commencing their placement at Freeport Records successful Volunteers must provide a reference from 2 suitable persons (excluding relations) attesting to their character and suitability for the position.

4.5 STEP 4:

Prior to commencing their placement at Freeport Records each successful Volunteer shall be formally allocated to a particular employee who will manage and supervise the Volunteer throughout the duration of her/his placement at Freeport Records. The manager's responsibilities will include ensuring that the Volunteer receives the following:

- (i) a planned induction to Freeport Records.
- (ii) regular supervision and support sessions; recommended every two months.
- (iii) positive feedback on their contribution;
- (iv) adequate accommodation, equipment and services to perform their tasks effectively.

5.0 Equal Opportunities

5.1 Freeport Records recognises that the activity of volunteering can provide a volunteer with experiences and opportunities for self and career development. In accordance with Freeport Records's Equal Opportunity Policy, volunteer placements at Freeport Records will be therefore be open to individuals irrespective of race, gender, disability, sexuality, age or marital status. In addition, the *Specification* must set out the equal opportunity dimension and any specific equality requirements of the role. Where, during the Panel Meeting (paragraph 4.3) a prospective Volunteer demonstrates hostility to, or a clear lack of support for equal opportunity policy, she/he will be deemed automatically to be unsuitable for a volunteer position at Freeport Records.

6.0 Termination

6.1 Where appropriate, the role and placement of the Volunteer may be terminated by the Coordinator at one week's notice, or immediately, where behaviour equivalent to gross misconduct has occurred. In all cases the Volunteer will be entitled to an explanation of the decision and action taken. The Coordinator will report any such terminations to the Chair of the Board.

7.0 Discipline and Grievance

7.1 Volunteers will not be subject to Freeport Records's disciplinary procedures. Correspondingly, Volunteers will not have access to Freeport Records's grievance procedures. However, Volunteers will be entitled to use Freeport Records's Complaints Procedure. Where appropriate, the complaint will be investigated fully by the Coordinator or her/his representative.

8.0 Expenses

8.1 Volunteers will be entitled to travel expenses up to the value of a daily travel card, and subsistence allowance, but may not receive payment for any reason.

9.0 Insurance

9.1 Volunteers will be covered by Freeport Records's employers public liability, professional indemnity where appropriate, and personal accident insurance.

10.0 Training and Involvement

10.1 Volunteers will be expected to be involved and included in general staff activities where appropriate such as project meetings. Volunteers can ask to be sign posted to relevant training opportunities.

11.0 Monitoring and Review

11.1 It will be the responsibility of the Coordinator to regularly review the operation of Freeport Records's Volunteer Policy to ensure that it is in accordance with Freeport Records's Equal Opportunity Policy.

Date of review: 16th July, 2007

Date of next review: July 08