



The Festival of Chichester Volunteer Policy

The purpose of this policy

By adopting this policy the Festival of Chichester (FoC) aims to:

- Highlight and acknowledge the value of the contribution made by volunteers, as well as their respective roles, rights and responsibilities.
- Establish clear principles for the involvement of volunteers
- Ensure the ongoing quality of both the volunteering opportunities on offer and the work carried out by its volunteers.

Also see its **Equal Opportunities and Diversity Policy**.

Responsibilities

The FoC is a non-profit making, registered charity organised by a board of voluntary trustees. Volunteers are involved in many different roles, both as members of the Board of voluntary trustees and in other supporting roles.

While the overall responsibility for implementing, monitoring and reviewing this policy lies with the board of trustees, all volunteers need to adhere to it.

Volunteers play a key role

All people involved with running the FoC do so on a voluntary basis. They give their time and expertise freely to make a positive contribution to the festival and thereby to the local community.

Policy essentials

The involvement of volunteers will be guided by the following principles of good practice:

- The FoC will widely advertise the tasks which it requires to be performed by volunteers, as well as the associated timescales.
- These tasks and timescales will be clearly defined so that potential and existing volunteers are sure of their respective roles and responsibilities. The FoC will aim for a fair distribution of workload.
- If necessary, the FoC will generate written task descriptions, outlining time, commitment, necessary skills and actual duties.
- Volunteers will be provided with regular opportunities to share ideas/concerns and to develop their skills.
- The FoC has a **Confidentiality Policy**, which sets out that it will always comply with the Data Protection Act 2018 regarding the use of data held about all its associated volunteers and other stakeholders. It will not share the personal details of its volunteers or other stakeholders with anyone outside of the FoC without their prior consent.

Recruitment and selection

The FoC will adhere to its **Equal Opportunities and Diversity Policy** when recruiting and selecting volunteers.

It will always endeavour to match the skills and availability of a potential volunteer to the roles required at that time. This means that there may not always be suitable opportunities available.

Potential volunteers may be asked to complete a volunteer application/registration form.

Where there is a requirement for a Disclosure Check, this will be highlighted as part of the recruitment process.

Where specific training is required, this will be highlighted as part of the recruitment process.

All new volunteers will have an induction, which will involve an overview of the relevant policies and procedures. Following induction, volunteers will have regular support by having access to at least one member of the FoC Board to identify areas for development, or to discuss any issues.

Ongoing support and supervision

Once placed, we will expect volunteers to comply with existing policies and procedures. All volunteers are covered under the FoC Public Liability Insurance.

Volunteers will be able to claim any reasonable expenses associated with their volunteering. Volunteers should discuss any planned expenditure prior to incurring these expenses to ensure that it will be covered by the FoC.

Confidentiality

Whilst volunteering, that person may have access to personal information, confidential knowledge or business-sensitive information about the work the FoC does. If they do, they must not share these with anyone else without prior permission. This will remain the case after the volunteering period has ended. See the FoC's **Confidentiality Policy**.

Last updated: 15.01.2024/SO MS. For review within 2 years.

Related policies

Equal Opportunities and Diversity Policy
Confidentiality Policy