

The Cultural Partnership: more arts.

Charitable Incorporated Organisation No.1154785

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| P&P No: | P&P/ma006 |
| P&P TITLE: | VOLUNTEERS |
| APPLICABLE TO: | Volunteers |
| BACKGROUND: | As a Charitable Incorporated Organisation, ‘more arts.’ relies on Volunteers to function. Volunteering is a freely given commitment of time and energy for the benefit of society and the local community, without thought of financial gain.  |
| P&P DETAIL: | Your rights as a volunteer:1. To receive a prompt and friendly service
2. To be recruited to perform tasks that match your interests and your reasons for volunteering, in an organisation where everyone welcomes and values volunteers, and where you will be encouraged to contribute your views.
3. Not to be used to cover work that is, or has previously been done by paid employees.
4. To be given an induction and written outline of your tasks when you start
5. To receive supervision and appropriate training to support you in your activities
6. To have access to an appropriate grievance and appeals process
7. To be told why you are not accepted for an activity that interested you
8. To be reimbursed for agreed out-of-pocket expenses
9. To carry out your activities in a safe environment and be covered by the organisation’s insurance

Your responsibilities as a volunteer:1. To be reliable
2. To take time to review the applicable P&P’s and carry out tasks accordingly
3. To be honest if there are any problems
4. To respect confidentiality
5. To treat all people with equal respect
6. To let the organisation know when you cannot help at an agreed time.
7. To provide personal data which will enable Trustees to assess which roles may be appropriate for you
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| TRAINING: | All Volunteers will receive a copy of this P&P during induction, and will be assigned a point of contact within the CIO who may be a Lead Volunteer or a Trustee. |
| REVIEW DATE: | As required. |
| DATE P&P CREATED/UPDATED: | 20 January 2016 |
| DATE APPROVED BY TRUSTEES: |  |