



WORKING WITH VOLUNTEERS

MBF VOLUNTEERS POLICY Barnaby2016

Barnaby is a volunteer-led biennial festival of contemporary arts, culture and fun based in Macclesfield town centre celebrating the town's rich cultural heritage and creative talents. MBF was established in 2009 and is now a not-for-profit Limited company and Registered Charity.

[NB Macclesfield Barnaby Festival Trustee/Directors, Festival Director, Fest & Volunteer Co-ordinator and Volunteer Team Managers and others as appropriate are collectively referred to as MBF]

Macclesfield Barnaby Festival will :

- recruit from the community, welcome new volunteers, provide an induction where relevant
 - will regularly review its Recruitment and Retention Policy
 - seek to understand the motivation of its volunteers, their aims and experience
 - seek to create roles that are purposeful, interesting and/or fulfilling within a supportive environment
 - make every effort to ensure a safe environment throughout its activities
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- Trustee/Directors will delegate to the Festival & Volunteer Co-ordinator, Festival Director, Visual Arts Coordinator to arrange induction and/or training, allocation of roles and where appropriate or requested, review of the volunteer's experience.
 - The Festival & Volunteer Coord and Festival Director will regularly report to Board meetings
 - Volunteer Support Officer team will recruit volunteers and offer support on a personal level
 - Volunteers will be invited to familiarise themselves with MBF's policies. Some will be asked, to agree to abide by policies on Safeguarding, Code of Practice for Working with People; Health & Safety, Confidentiality, Equal Opportunities and/or Data Protection as appropriate to the role.

PROCEDURES

- Policies and procedures will be available on the website and/or on request from Trustees/staff
- Specific policies relevant to role of key volunteers will be made available
- The Festival & Volunteer Coordinator will liaise with the Festival Director and Volunteer Support team to appoint appropriately experienced volunteers as Team Leaders
- Role and/or task guidelines for main roles will be drawn up and made available
- Information about the building/area the volunteer is working in will be supplied to the appropriate person, including any important aspects of the risk assessment
- Familiarisation/training will be provided where necessary, in line with the needs of each role/task
- Where volunteers are asked to make purchases or journeys, out of pocket expenses will be reimbursed when claimed using Expenses Claim Form (see Finance Policy)
- Each role/task will be reviewed in respect of whether a DBS disclosure is required
- Transferable DBS standard or enhanced disclosures will be requested/provided, where legally required and provided to the volunteer free of charge
- The Festival & Volunteer Coordinator will develop and maintain a central record of skills, experience, length of time involved and information from any 'exit' interviews
- Personal support will be provided to volunteers by the Volunteer Support team
- MBF will carry £10m Employer Liability Insurance for staff and volunteers
- MBF will carry £10m Public Liability Insurance

AGREED BY THE MBF BOARD OF TRUSTEES.....21 April 2015 (date) REVIEW.....April 2018 (date)



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MBF VOLUNTEERING AGREEMENT Barnaby2016

Thank you for volunteering with Barnaby!

Barnaby is a volunteer-led festival and only exists because of the passion, commitment and dedication of those who give their time freely. Macclesfield Barnaby Festival values its volunteers and the work done, and we will do our best to make your volunteering experience enjoyable and rewarding. You will be on the team which devises and delivers the next Barnaby, 17-26 June 2016

This agreement describes the arrangement between us (NB this version is for those aged 18 or over):

THE ORGANISATION

The Macclesfield Barnaby Festival (MBF) is a registered charity set up to deliver a volunteer-led festival of contemporary arts, culture and fun celebrating Macclesfield's rich cultural and creative heritage.

Induction and training

We will offer an induction about the work of the festival, our ethos, aims and objectives, the people involved, your role and your tasks and offer training where necessary or appropriate

Supervision, support and flexibility

The Volunteer Support team will discuss successes and any problems with you and do their best to help you develop your role within the time you can make available and within the limits of the organisation

Expenses

You will be reimbursed for out-of-pocket expenses incurred on behalf of MBF where agreed in advance with the Festival and Volunteer Co-ordinator or Team Leader. Please keep receipts and ask for an expenses form

Health and safety

MBF will provide any relevant information and welcome your feedback on h&s policy/procedures

Insurance

You will be insured for the voluntary work requested, allocated or authorised by MBF (NB please let us know if/when you are 80 years old!)

Equal opportunities

MBF will ensure that all volunteers are dealt with in accordance with its Equal Opportunities Policy

Problems or Concerns

If you have any problems or difficulties, please talk first to the Volunteer Support Officer. If they are unable to resolve the problem, the Fest & Vol Co-ord or a Trustee will meet and discuss your concerns

THE VOLUNTEER - THAT'S YOU!

Macclesfield Barnaby Festival will expect you to:

- provide referees if requested who may be contacted for some volunteer roles
- familiarise yourself with MBF's policies and procedures available on the website or on request (Safeguarding, H & S, Confidentiality, Equal Opps, Data Protection, Working with Volunteers)
- agree to abide by the policy/ies relevant to your role
- meet time commitments and give reasonable notice if you are unable to volunteer as agreed

Volunteer: Signed:..... Date:.....

MBF:..... Role:..... Signed:.....