

WORKING WITH VOLUNTEERS

MBF VOLUNTEERS POLICY

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.

Macclesfield Barnaby Festival will :

- recruit from the community and welcome new volunteers, reflecting the diversity of Macclesfield
- recruit volunteers who are over the age of 18, identify opportunities to work with partner organisations to facilitate the engagement in festival volunteering of under-18 year olds
- provide induction and training materials appropriate to the volunteer role
- 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

The role of volunteers as part of the Barnaby Festival will be considered regularly by the Board as a central part of the organisation's strategy. A Volunteer Coordinator will be appointed to support volunteers, identify training and support needs and will report to the Board. Feedback will be gathered from volunteers following the festival, to inform evaluation and improve volunteering policy and procedures. The MBF Board will maintain a record of the hours donated to the festival through volunteering as Support in Kind and identify this within evaluation and impact work, and in funding applications.

Volunteers will be required to sign a volunteer agreement, familiarise themselves with and abide by key policies on: Safeguarding, Code of Practice for Working with People; Health & Safety, Confidentiality, Equal Opportunities and Data Protection and others as relevant to their role.

PROCEDURES

- Policies and procedures will be available on the website and/or on request from the Volunteer Coordinator or lead Trustee for volunteers
- Specific policies, event plans and risk assessments relevant to role of key volunteers will be made available
- Role and/or task guidelines for key roles will be drawn up and made available to volunteers
- 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, where required this will be done at no cost to the volunteer
- MBF will carry £10m Employer Liability Insurance for staff and volunteers
- MBF will carry £10m Public Liability Insurance

REVIEWED BY THE MBF BOARD OF TRUSTEES..... 18th February 2020 REVIEW AS AND WHEN REQUIRED BY LEGISLATIVE OR POLICY CHANGE.