



WORKING WITH VOLUNTEERS

MBF VOLUNTEERING AGREEMENT

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. MBF values its volunteers and the work done, and we will do our best to make your volunteering experience enjoyable and rewarding.

This agreement describes the arrangement between us

THE ORGANISATION

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, roles and training

We will offer an induction about the work of the festival, our ethos, aims and objectives and the people involved. We will describe a range of roles and associated tasks that support the festival and that you can volunteer for based on your skills, experience and motivations. We will , your role and your tasks and offer training where necessary or appropriate

Equipment and identification

We will provide the equipment required to complete the volunteering role we have asked you to complete. We will provide you with a form of Barnaby Identification (e.g. lanyard, t-shirt) for use at all times when volunteering.

Support and flexibility

The Volunteer Coordinator will put in place arrangements to support you to develop your role within the time you can make available and within the limits of the organisation. Support will be available for any issues or concerns you experience while volunteering, in line with our policies and procedures. We will provide a suitable mechanism for you to indicate your availability for volunteering and to identify suitable opportunities across the festival.

Expenses

You will be reimbursed for out-of-pocket expenses incurred on behalf of MBF where agreed in advance with the Volunteer Co-ordinator, Festival Manager, trustee or other staff member with responsibility for supervising your volunteering. Please keep receipts and ask for an expenses form.

Health and safety

MBF will provide any and all relevant information on Health and Safety aspects of your role, and welcome your feedback on health and safety policy/procedures.

Insurance

You will be insured for the voluntary work requested, allocated or authorised by MBF

Equal opportunities

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



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Problems or Concerns

If you have any problems or difficulties, please talk first to the Volunteer Coordinator. If they are unable to resolve the problem, the Festival Manager and/ or the lead Trustee will be able to speak with you to support resolution (all of these people will be identified to you when you volunteer).

THE VOLUNTEER - THAT'S YOU!

Macclesfield Barnaby Festival will expect you to:

- provide referees if requested who may be contacted for some volunteer roles
- be **over the age of 18**, and let us know if you are over 80 (as we need to let our insurers know)
- familiarise yourself with and act in accordance with MBF's policies and procedures

<https://barnabyfestival.org.uk/policies-and-procedures/>

Safeguarding

Health and Safety

Confidentiality

Equal Opportunities and Managing Diversity

Working with Volunteers and appendix

Data Protection

Photography

Code of Practice for Representing Barnaby

Any other policies identified as relevant to your role

- wear visibly **Barnaby Identification** as provided at all times when volunteering and representing MBF
- meet the time and task commitments you have signed up to and give reasonable notice if you are unable to volunteer as agreed

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

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