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## Volunteer Policy

This Volunteer Policy is a description of the arrangement between and *the volunteer* in relation to their voluntary work. The intention of this policy is to assure that the volunteer knows we appreciate the volunteer and to indicate our commitment to do the best we can to make the volunteer experience with us a positive and rewarding one.

We commit to the following:

### 1. Induction and training

- To provide thorough induction on the work of *Artsmill*, its staff, your volunteering role and volunteering roles. The Volunteers Brochure provides full details of the organisation.

### 2. Supervision, support and flexibility

- To define appropriate standards of our services, to communicate them to you, and to encourage and support you to achieve and maintain them as part of your voluntary work
- To provide a personal supervisor who will meet with you regularly to discuss your volunteering and any associated problems
- To do our best to help you develop your volunteering role with us and to be flexible in how we use your volunteering.

### 3. Expenses

- To reimburse the following expenses incurred by you in doing your voluntary work where receipts are given.
- Reasonable refreshments provided in the Artsmill café during volunteering session.

#### **4. Health and safety**

- To provide adequate training and feedback in support of our health and safety policy, a copy of which is on [www.artsmill.org](http://www.artsmill.org) and in the Chairman's office.
- Volunteers will not be allowed to do voluntary work whilst under the influence of drink or drugs and can be dismissed immediately.

#### **5. Insurance**

- To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.

#### **6. Equal opportunities**

- To ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy of which is on [www.artsmill.org](http://www.artsmill.org) and in the Chairman's office.

#### **7. Problems**

- To endeavour to resolve in a fair and just manner any problems, grievances or difficulties which may be encountered while you volunteer with us;
- In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in the Volunteers Handbook.

#### **8. Safeguarding**

- To abide by *Artsmill's* Safeguarding Policies for both Adults and Children