

## **NEWTOWN TEXTILE MUSEUM**

### **VOLUNTEERING POLICY**

The Newtown Textile Museum is a charitable trust (No 1188651). The Trustees are responsible for all matters relating to the day-to-day activities of the Museum, including all volunteers

At the present time the Museum has no paid staff and is run entirely by volunteers. Without the time, energy and skills offered by our volunteers the Museum could not open. The main roles available for volunteers are membership of the Committee, providing advice on technical matters like the maintenance of the building, helping with the care of the collection and acting as hosts in the Museum to welcome visitors and ensure they are safe. While Trustees and Committee members carry the major responsibility, the hope is that all volunteers will find the experience rewarding and enjoy their involvement in what the Museum is trying to do.

#### **Purpose and Advantages of Policy and Procedures on Volunteers**

##### ***The purpose of having a volunteer policy is to:***

- highlight and acknowledge the value of the contribution made by volunteers
- reflect the purpose, values, standards and strategies of the organisation in its involvement of volunteers
- recognise the respective roles, rights and responsibilities of volunteers
- help to ensure the ongoing quality of both the volunteering opportunities on offer and the work carried out by our volunteers
- acknowledge the current areas of volunteer involvement

## **Statement of Principles of Good Practice**

### ***Recruitment and Selection***

- The Museum welcomes all those who are interested in volunteering for any of the available roles and seeks to ensure that appropriate matches are made between the volunteer and the tasks to be undertaken.
- To date most volunteers have approached the Museum to express their wish to be involved. But as time goes on new volunteers will be needed and volunteering opportunities will be promoted appropriately and as widely as possible.
- A member of the Committee, and/or the Volunteer Co-ordinator will meet with potential volunteers to explain the roles available and ensure that the individual is happy with the proposed involvement.
- Volunteers will be asked to complete a Volunteer Agreement and provide necessary contact details, as outlined in the Museum's Privacy Policy.
- We will request references for volunteers where this is seen to be appropriate.

### ***Support for Volunteers***

- Volunteers will be given an induction into the role that they have agreed to take on. Given the Museum's small size, keeping in touch with volunteers and resolving issues that arise, is carried out informally.
- The Museum does not have the resources to routinely meet volunteer's travel expenses for Committee meetings or people acting as hosts. Expenses are paid for any training courses or conferences attended by volunteers on the Museum's behalf.
- Volunteers are covered by the Museum's insurance policy including public liability.
- Volunteers will be given information on relevant legislation or policies that may affect them e.g. Health and Safety.
- Meetings are organised at appropriate moments to provide information about things that are happening and to get feedback from volunteers. Occasional more social events are also

organised to provide an opportunity for hosts to make contact and exchange views informally.

- Volunteers are encouraged to provide each other with mutual support
- Volunteers will know that if they have any problems or issues, they can take them up with the Volunteer Co-ordinator or a Committee member.

### ***Rights and Responsibilities of Volunteers***

In engaging volunteers, the Museum recognises the rights of volunteers to:-

- know what is expected of them and to be given clear information and induction
- be shown appreciation
- have safe working conditions
- be insured
- know what they should do, and who they should contact, if there is a problem.
- be free from discrimination
- experience personal development through their participation as volunteers
- ask for a reference for future employment or further volunteering opportunities
- be consulted on decisions that will affect what they do
- withdraw from voluntary work.

### **We expect that volunteers will:-**

- support the work that the Museum is doing and see themselves as part of the team
- be reliable
- respect confidentiality
- attend training and formal support sessions where agreed, and social events if they wish.