



## **Royal Pavilion & Museums Trust**

### **Volunteer Policy 2020 – 2025**

This document is informed by and links directly to Brighton & Hove City Council's Volunteering Policy the Royal Pavilion & Museums Trust's Community Engagement Strategy and the Royal Pavilion & Museums Trust's Access Policy Statement.

#### **Policy principles**

The Royal Pavilion & Museums Trust (RPMT) looks after collections across five sites, for the benefit of all. This includes three Designated Collections in World Art, Natural History and Decorative Art.

Volunteers are very important to the RPMT and their commitment and enthusiasm is appreciated across departments. The organisation is committed to providing meaningful, enjoyable and safe volunteer opportunities of real value within clear and appropriate programmes of activities.

RPMT defines volunteers as those who are under no obligation to perform duties and who have no expectation of, and do not receive any, remuneration for the time that they spend volunteering for the service.

The relationship between volunteers and RPMT does not constitute a legally binding contract or a relationship of employment between the organisation and the volunteer. RPMT accepts volunteers on the understanding that their services are received at its sole discretion, and that a volunteer's relationship with the service may be terminated by either side at any time without notice and for whatever reason.

Volunteers are not a substitute for employees and RPMT does not recruit volunteers to displace them.

#### **Joining the volunteer programme**

The Royal Pavilion & Museums Trust is committed to engaging and developing a diverse volunteer base. This is referenced in RPMT's Equalities Action Plan (2018-22), and related diversity targets.

When volunteering opportunities arise, these are advertised on the organisation's website, circulated to the RPMT Volunteer database, to the University of Brighton & Sussex's Volunteering programmes, and distributed to all Community Development contacts across the city. RPMT would then follow a shortlisting process to select individuals from applications for voluntary opportunities and invite them to a meeting to determine whether the individual would be suitable as a volunteer for the RPMT.

All individuals will be required to undergo reference checks before they are formally accepted as volunteers at the Royal Pavilion & Museums Trust.

Individuals from outside of the European Economic Area must ensure that they have a visa which permits them to volunteer in the UK before applying to be a volunteer. Children and young people under 18 may volunteer as part of a recognised work experience programme. If young people aged between 16-18 years wish to apply for a volunteering opportunity, this must be considered, but additional safety measures must be adhered to regarding Safeguarding.

### **Induction and training**

Volunteers are provided with induction and training appropriate to their volunteer role from their designated Volunteer Supervisor. This will always include a summary of the role and the likely period of the role, details of any space or equipment provision, and relevant health and safety information.

### **Expenses**

RPMT has a Volunteer Expenses Policy, which is attached here as an Appendix. The organisation will reimburse volunteer travel costs up to the cost of a city bus saver ticket (£5.50 at time of policy in 2020, to increase each year along with saver increases) per day's volunteering. Materials & equipment for specialist volunteering opportunities, such as gardening, will be provided/reimbursed up to the costs outlined in the Expenses Policy. All RPMT volunteers are able to access the same benefits and discounts as paid staff across the service in the retail shops and cafes.

### **Supervision and support**

RPMT is committed to ensuring that all volunteering experiences are meaningful, enjoyable, rewarding and safe. All volunteers are assigned a member of staff to act as their Supervisor during their time spent volunteering for the service, and can also contact the Volunteer Manager with any queries or concerns.

Volunteers do not have the authority to represent themselves as spokespersons for the organisation, to make contracts on behalf of the organisation, or make any other commitment on its behalf.

### **Diversity and equality**

RPMT is committed to developing a diverse volunteer base and to making volunteering opportunities as accessible and responsive as possible to the different needs of its volunteers.

The Volunteer Manager will discuss any needs that prospective or existing volunteers may have in order to identify the best volunteering opportunities available and to support their full and safe involvement. When required, RPMT will make reasonable adjustments to volunteering roles where possible.

Volunteering opportunities at the Royal Pavilion & Museums Trust takes two forms; one is those advertised and recruited to using website, shortlisting, meetings, and appointment. The second is the targeted pathway for harder to reach groups. This takes the form of providing taster days/sessions for identified community groups in the city, and offering follow on opportunities to groups already engaged, with a view to creating volunteering opportunities. RPMT is committed to delivering a minimum of one targeted pathway per year.

### **Health and safety and insurance**

RPMT is committed to ensuring that all volunteering experiences are safe. Volunteers are asked to attend any support, training or supervision sessions necessary in order to meet health and safety requirements.

All RPMT Volunteers are covered by the organisation's Employer's Liability Insurance, but only once all paperwork is completed at Induction.

### **Confidentiality**

Volunteers should uphold the name of RPMT and maintain the confidentiality of all confidential information to which they are exposed while volunteering.

This Policy will be reviewed annually.