

Volunteering Policy

Introduction:

This policy defines the principles for volunteer involvement with Tin Shed Theatre Co. It is of relevance to all involved within Tin Shed Theatre Co, and all professionals and volunteers have a responsibility to familiarise themselves with this policy.

Definition of volunteering:

Volunteers are people who contribute their time, energy and skills to benefit the community, unpaid and of their own free will.

Our commitment to volunteers:

Tin Shed Theatre Company and all professional staff recognises that volunteers and any community members are at the heart of all projects and contribute in many effective ways.

Tin Shed Theatre Co values the contribution made by all of its volunteers and is committed to involving volunteers, in ways that are encouraging, supportive and which empower volunteers.

Volunteer Coordination:

Tin Shed Theatre CIC are a team of professional producers, facilitators and managers and are available to offer guidance, support and advice to help volunteers carry out their tasks effectively. They are also responsible for coordinating volunteers, putting together volunteer rotas and contacting volunteers.

Recruitment & selection of volunteers:

Tin Shed Theatre Co are committed to equal opportunities and believe that volunteering should be open and accessible to all members of the community.

In the recruitment, selection and screening of volunteers we will follow these principles:

- Volunteering opportunities will be summarised into a clear, concise volunteer role description.
- Volunteering opportunities will be widely promoted within the local community.
- Individuals will be invited to apply to volunteer with Tin Shed Theatre CIC.
- Potential volunteers will meet with Management for an informal conversation to discuss the role in more detail, their interest and assess suitability.
- Volunteers who are selected will be asked to produce two references; we can provide support with identifying suitable referees.
- If appropriate to the role Tin Shed Theatre Company will carry out DBS checks.

Training:

Volunteers will be invited to an induction shift on all TSTC / The Place projects. This will guarantee that volunteers are aware of all of the necessary information to get started and feel confident in their voluntary role.

The team will offer support, supervision and recognition. We want to harness a culture where volunteers support, encourage and recognise each other.

Expenses:

We recognise that volunteers should not incur out-of-pocket expenses in order to carry out their volunteering. Where funding permits, travel expenses will be reimbursed. We do encourage sustainable consumption and ask volunteers to abide by the same environmental policies that the professional team do.

A copy of receipts must be provided for payment to be made.

Insurance:

Tin Shed Theatre CIC are covered with Public Liability Insurance and this covers the activities of volunteers and liability towards them. It does not insure volunteer's personal possessions against loss or damage; it is each volunteer's responsibility to ensure that their personal possessions are safe whilst carrying out their volunteering activity.

Data Protection and GDPR:

We will securely store and process volunteers' personal details and will not pass them on to any other organisations, in line with the requirements of the Data Protection Act 1998 and GDPR.

Settling Differences

We recognise that there may be occasions where differences arise and need to be settled. We aim to treat all volunteers fairly, objectively and consistently and to resolve differences as quickly as possible.

Expectations:

The volunteer role is a gift relationship, binding only in honour, trust and mutual understanding. Although volunteers offer time freely and willingly without binding obligation, there is a presumption of mutual support and reliability.

Reciprocal expectations are acknowledged and outlined below.

What you can expect from volunteering with Tin Shed Theatre CIC:

- A named contact to talk to about your work
- Be free from discrimination
- Know what is (and what is not) expected of you
- Support and supervision
- Receive appreciation

- Know your rights and responsibilities if something goes wrong
- Receive appropriate training (relevant to your role)

Expectation of volunteers:

- To be reliable
- To be punctual
- Keeping confidentiality
- Keeping us informed
- Taking care of yourself
- To work together as a team
- Carry out tasks within agreed guidelines

Other relevant documents:

Provide Volunteers with relevant policies and guidance through and digital documentation relevant to the role

Organisational policies relevant to volunteers include; Health and Safety, Equal Opportunities, protection policy and digital engagement & Safeguarding and we recommend that these are verbally discussed with volunteers if appropriate.

NAME: Georgina Harris (Safeguarding Officer)

CONTACT DETAILS: 07921366038

DATE: 08/01/2025

DIGITAL SIGNATURE:



Signed on behalf of the board of directors by Naomi Cummings

NAME: Naomi Cummings (Board Member for Tin Shed Theatre CIC)

CONTACT DETAILS: 07713756713

DATE: 08/01/2025

Digital Signature:

