

Volunteer Policy

Plymouth Dance aims to connect, create and celebrate dance in the city by:

- Enabling people to find out about dance in a way that makes sense to them
- Creating and extending opportunities Citywide, using dance as a vehicle for change
- Joining up the existing dots to celebrate the variety of dance in the City.

Role of volunteers

The role of our volunteers is to help support the work of Plymouth Dance within the city. All individuals will be provided with a role description which will provide a brief outline of their roles and responsibilities.

Supervision and support

Plymouth Dance has a volunteer coordinator who is responsible for the overall supervision and support of volunteers within Plymouth Dance. The volunteer coordinator will agree the conditions of the volunteer role; days and times as well as what is in individual volunteer agreements. Regular team meetings and supervisions will take place to ensure each volunteer's needs are supported. *NB: Where volunteers are placed with a specific organisation, there will be a key member of staff who individual volunteers can report to.*

Training

All volunteers will receive an induction when they start volunteering which will cover basic training in areas such as Health and Safety, equality and diversity and (where applicable) safeguarding.

Volunteers may receive additional training linked to their specific roles dependent on length of service.

Safeguarding

All volunteers who work with children, young people or vulnerable adults will be required to read Plymouth Dance's safeguarding policy and have a Barring and Disclosure check in place prior to their volunteering activity commencing.

Insurance

All volunteers working with Plymouth Dance are covered by Plymouth Dance's insurance.

Expenses

Plymouth Dance commits to reimbursing all volunteers 'out of pocket' expenses, which include travel incurred to and from an activity in which they are volunteering on Plymouth Dance business. All expenses must first be cleared with the volunteer coordinator. Please see our expenses guidance notes for more details.

Health and Safety

All volunteers will receive a copy of Plymouth Dance's H&S policy and be required to read it. Within their induction have general H&S training, which will include fire procedures and first aid.

Equality and Diversity

Plymouth Dance values the diverse cultures, environments and communities of which it is a part. We believe people have the right to be treated equally and oppose discrimination in all its forms.

Monitoring and Evaluation

The Volunteer Policy will be reviewed annually in order to evaluate its effectiveness and that it complies with current legislation. The review will be carried out by the Directors.

COVID-19

Throughout the COVID-19 period the above communications between Plymouth Dance and volunteers will be carried out through secure online communications, following the updated COVID-19 sections within the Confidentiality Policy and Data Protection Policy, regarding safeguarding, personal privacy and protection of personal data.

All Plymouth Dance policies are to be read annually by all Plymouth Dance Directors, staff and volunteers, as well as whenever a policy is updated.

Date of adoption: 21st July 2020 **Review date:** 21st July 2021