

# Street Choirs Festival Volunteer Policy

## 1. Introduction

Street Choirs Festival (SCF) aims to organise an annual festival for UK Street Choirs and volunteers make a vital contribution to our aims. We recognise the added value that volunteers bring to the planning and operation of our annual festival. We have no paid staff so volunteer involvement in this organisation is central to the way we operate.

Within SCF volunteers carry out activity such as:

- Planning and organising the event (through the Organising Committee)
- Welcoming choirs and their members
- Setting up and clearing away at the concert and workshop venues
- Registration for the festival and its workshops
- Staffing information and help desks
- Facilitating disability access and meeting other individual support needs
- Stewarding concerts at the main venue
- Stewarding choirs at street singing venues and a massed sing in town centre
- Stewarding an outdoor picnic

SCF aims to have a reciprocal and mutually beneficial relationship with our volunteers; with their involvement informing and developing our work, and our work enabling individuals to learn skills and achieve personal development through their volunteering.

The involvement of volunteers will be guided by the following principles of good practice:

- the tasks to be performed by volunteers will be clearly defined, so that all everyone is sure of their respective roles and responsibilities;
- volunteers will be protected by the Health & Safety and Fire Safety policies of venues used and risk assessments will be carried out for any external volunteering locations;
- compliance with the Data Protection Act in the use of data held on all volunteers;
- volunteering opportunities do not replace the work of paid staff;
- volunteers will be able to share ideas/concerns with a named contact;
- all existing and future policies will be checked as to how they affect volunteers.

## 2. The Purpose of this Policy

By adopting this policy SCF aims to:

- highlight and acknowledge the value of the contribution made by volunteers;
- reflect the purpose, values, standards and strategies of the organisation in its approach to involving volunteers;

- recognise the respective roles, rights and responsibilities of volunteers;
- confirm this organisation's commitment to involving volunteers in its work;
- establish clear principles for the involvement of volunteers; and
- ensure the ongoing quality of both the volunteering opportunities on offer and the work carried out by our volunteers.

This document and associated policy, procedures and guidance provide a framework for the involvement of volunteers.

### **3. Recruitment and Selection**

SCF will be fair and transparent when recruiting and selecting volunteers.

All potential volunteers will be asked to complete a volunteer application form.

Written task descriptions will outline time, commitment, necessary skills and actual duties.

### **4. Support and Supervision**

Once placed, we will expect volunteers to comply with existing SCF policies and procedures.

All volunteers are covered under SCF Public Liability Insurance.

All volunteers will have an induction to their volunteering which will involve an overview of the relevant policies and procedures. They will be given a named contact or team leader to direct and support their work and answer their questions, and a copy of this statement.

Where a concern is highlighted – either by a volunteer or about a volunteer - this should initially be referred to the relevant team leader and then if necessary to the volunteer co-ordinator on the Organising Committee.

### **5. Responsibility**

Overall responsibility for the implementation, monitoring and review of this policy and its procedures lies with the Chair of the Organising Committee.

Implementation and adherence to this policy is the responsibility of all committee members, team leaders and volunteers within the organisation.

Sheffield 18 April 2024

[due for review January 2025]