



Volunteer policy
For
Starlight Arts Charity

Starlight Arts is a Charitable Incorporated Organisation (CIO) with the following trustees: Laura-Anne Bassenger, Rachel Downs, Sylvimaree Westlake and Chris Bassenger.

Starlight Arts registered address is: 84 Lincoln Gardens, Scunthorpe, North Lincs, DN16 2ED

Registered CIO number 1201332

Official Charity Volunteers are subject to the completion of any/all necessary checks, such as take up of references, and identity, right to work and DBS checks (as applicable).

Nature of Volunteering

For any organisation to work well and keep everyone safe, everyone in it must understand, accept and comply with its policies and procedures. This policy is intended to facilitate this by ensuring our charity provides the same opportunities and support to all volunteers, and that all volunteers understand their obligations in return.

This is not an employment policy; volunteer roles are unpaid with no intention of any employment or other worker relationship to be created.

Policies and Procedures

The Charity will ensure that all volunteers are made aware of, and have access to, all relevant policies and procedures. Volunteers agree to comply with these and, if in any doubt, will seek guidance from the Charity.

Confidentiality

Volunteers will always safeguard and never use or disclose any confidential information they have access to, either whilst volunteering or afterwards.

Payments

Starlight Arts will reimburse all reasonable out of pocket expenses, subject to seeking approval in advance and complying with the Charity's expenses policy (such as what may be claimed, limits, approval required and providing receipts). Volunteers will never be paid for time, or given gifts as payment, or as an incentive to support the Charity.

Authority

Volunteers may not enter into agreements, or commit or pay charity funding to anyone, unless they have been given prior, written and specific authorisation by the Charity.

Data Protection

Volunteers consent to the processing of personal data including sensitive personal data. If processing sensitive data of others, compliance with charity data protection procedures is vital.



Safety & Support

If any volunteer needs help, or has a problem the need to discuss, the Charity contacts are any of the Trustees named above. We are committed to creating an inclusive and supportive environment. If a volunteer has a disability, health condition, or personal circumstances such as dietary needs or preferences, please let the Charity know so any reasonable adjustments that may be needed can be discussed. This is to ensure all are able to volunteer safely, comfortably and effectively.

Training

Any and all mandatory training required must be undertaken. This can provide the advantage of opportunities for personal growth and skill development, and ensure all are safeguarded appropriately.

Communication

All volunteers are expected to maintain effective communication with their designated volunteer coordinator or other nominated point of contact. This includes promptly responding to emails, attending virtual meetings or check-ins, seeking clarification or guidance when needed, any support a volunteer might need, including reporting any concerns that they may have.

Representing the Charity

Posting online and discussing publicly about volunteering with the Charity is very welcome, but volunteers must not represent the Charity, or appear to represent the Charity, unless they have been authorised to speak on Charity behalf. If a volunteer posts anything that relates to the Charity or their role with as a volunteer, they must not use language that may reasonably be seen to be inflammatory, offensive, or contrary to the Charity's values. They must not discuss issues that may reasonably be seen as contentious or political in nature, if it could harm the Charity's reputation.

Charity Property

All volunteers will safeguard and, on leaving, return any equipment, such as banking devices, phones and laptops, and data or imagery.

Access to Systems

Access to any equipment, such as a laptop and any systems is to be kept confidential and any changes to passwords and/or Pin numbers sent in writing to Trustees. These must be deleted from personal files/handed over on leaving the volunteering role. This is to ensure the Charity can access these, if you fall ill or similar. For example, for laptops, phones, or banking devices. If volunteer's set-up or have access to or control of an external system used by the Charity, such as a social media account, they must notify any changes to passwords, pin codes, 2 factor authentication, or other access measures, to the Charity Trustees..

Intellectual Property (IP)

On becoming a volunteer, there is an agreement that the rights of any IP created whilst working as a volunteer, such as copyright of imagery, content or other materials is assigned to Starlight Arts, which will retain ownership. Volunteers may only use the material for other than work with the Charity, if the charity issues you with a written agreement to do so.

Ending volunteering role.

All volunteering roles may be ended by you or the Charity at any time.