

## **KIT Theatre Volunteers Policy Updated 2022**

This policy sets out the process for recruiting and working with volunteers in a fair and equitable manner. Its aim is to ensure that the benefits of volunteering are maximised for both the volunteers and KIT Theatre.

### **Volunteer Definition**

A volunteer is anyone who, without payment, carries out an activity or contributes to the operation of an activity at the direction of, and behalf of, the KIT Theatre.

### **Role of Volunteers**

The role of volunteers is to supplement, not replace, staff or the duties normally done by them and add extra value to the existing activities of KIT Theatre. Volunteers will have a named contact within KIT Theatre staff who will provide support and supervision. KIT Theatre recognises there may be barriers that prevent people from volunteering. We welcome volunteers from a variety of backgrounds and will offer additional support as required and within reason.

### **Induction**

All volunteers will receive a general induction covering housekeeping issues, health and safety, the nature and purpose of the organisation, and requirements of the volunteer role.

### **Volunteer Agreement**

All volunteers will be asked to sign an agreement between themselves and KIT Theatre. This is not a contract of employment but a list of responsibilities to be followed by both volunteer and KIT Theatre.

### **Training and Development**

Training and development needs will be discussed as appropriate to each volunteer role.

### **Volunteer Responsibilities**

The tasks that volunteers will be responsible for will be discussed and agreed with KIT Theatre staff member responsible, with records kept of meetings, decisions taken, work undertaken and volunteer achievements.

### **Health and Safety issues**

All tasks undertaken should comply with relevant Health and Safety procedures as per KIT Theatre's Health and Safety Policy. Volunteers must not act outside their authorized area of work or duties.

### **Ending a Volunteer Agreement**

Volunteers can stop volunteering at any time and should let their staff contact know as soon as possible. An exit meeting to gather feedback will be arranged with any volunteers leaving the company wherever possible.