

Bear Pit Theatre Volunteer Policy

1. Policy Statement

The Bear Pit Theatre recognises the valuable contribution that volunteers make to our organisation. We are committed to providing a supportive and rewarding environment for volunteers and ensuring that volunteering is a positive experience.

2. Scope

This policy applies to all volunteers who undertake tasks on behalf of the Bear Pit Theatre.

3. Definition of Volunteering

Volunteering is an activity that involves spending time, unpaid, doing something that aims to benefit the theatre and the community.

4. Recruitment and Selection

- We will use fair, efficient, and consistent recruitment procedures for all potential volunteers.
- All volunteers will be asked to complete a volunteer application form and provide references.
- Where required for the role, volunteers will undergo a Disclosure and Barring Service (DBS) check.
- We will provide a clear role description for each volunteer position.

5. Induction and Training

- All volunteers will receive an induction to the theatre, including health and safety information.
- Volunteers will receive training appropriate to their role and be offered opportunities for development.

6. Support and Supervision

- All volunteers will have a named supervisor who will provide ongoing support and supervision.
- Volunteers will have regular opportunities to feedback on their experience and discuss any concerns.

7. Expenses

- We will reimburse volunteers for agreed out-of-pocket expenses incurred while volunteering, such as travel costs.
- Expenses must be approved in advance and receipts must be provided.

8. Insurance

- All volunteers are covered by the theatre's insurance policy while engaged in volunteering activities.

9. Health and Safety

- We will provide a safe and healthy environment for volunteers, in accordance with our Health and Safety Policy.
- Volunteers must take reasonable care of their own health and safety and that of others who may be affected by their actions.

10. Confidentiality

- Volunteers must maintain confidentiality regarding the theatre's business, as outlined in their role description.

11. Equality, Diversity, and Inclusion

- We are committed to equality, diversity, and inclusion and will not discriminate against volunteers on the basis of any protected characteristic, as outlined in our Equal Opportunities Policy.

12. Problem-Solving Procedure

- If a volunteer has a complaint or concern, they should raise this with their supervisor in the first instance.
- If the issue cannot be resolved informally, it will be handled in accordance with the theatre's complaint procedure.

13. Ending Volunteer Involvement

- Either the volunteer or the theatre can end the volunteering relationship at any time and for any reason.
- Where possible, we request that volunteers give reasonable notice if they intend to stop volunteering.

14. Monitoring and Review

- We will monitor the effectiveness of this policy and review it annually or sooner if required due to changes in legislation or circumstances.

This policy was last reviewed on 22 May 2024

Signed:

Chair of Trustees