



## **DENBIGHSHIRE COUNTY COUNCIL**

### **DENBIGHSHIRE ARCHIVES SERVICE**

#### **VOLUNTEER POLICY**

##### **Introduction**

The Archive Service encourages the involvement of volunteers in all appropriate activities. Volunteers make an important contribution by complementing and assisting the work of paid staff. We want to ensure that volunteers' experience of working in a public service is fulfilling, useful and beneficial to both parties.

##### **Purpose of the Policy**

The Archive's purpose in publishing this policy is:

- to provide overall guidance and direction to staff and volunteers
- to establish a framework for recruiting and supporting volunteers
- to recognise and clarify the respective roles, rights and responsibilities of volunteers and of the Archive
- to ensure consistency in our dealings with volunteers
- to confirm the Archive's commitment to involving volunteers in its work

##### **Principles of good practice**

The policy and procedure on volunteers will be monitored and reviewed regularly.

Volunteering opportunities will complement rather than replace the work of paid staff.

Volunteers will not be engaged in times of industrial action to do the work of paid staff.

A Volunteer Work Record will be kept by the Archive; the volunteers will have access to it.

## **Recruitment and Selection**

Denbighshire Archives Service will recruit volunteers from the local community and will attempt to reach a wider constituency than those who already use the Archive.

Equal Opportunities principles will be adhered to when recruiting volunteers.

All placements will be for an initial probationary period.

No person who has a conflict of interest, whether personal, philosophical, or financial with the Archive or the County Council shall be accepted as a volunteer.

All volunteers must sign a Data Protection Act consent form before they start their placements.

## **Training and Development**

Before an offer of a placement is made, volunteers will be given an overview of the Archive's work and an indication of the role they will be expected to fulfil. They will also be made aware of any risks associated with the work (such as exposure to dust and mould, lifting, climbing stairs etc.)

The worksite and equipment provided to volunteers will be comparable to that of paid staff.

Volunteers will receive specific on-the-job instruction and/or training necessary to perform the tasks assigned to them.

Volunteers will be appropriately supervised and supported.

## **Rights of volunteers**

Volunteers have the right to:

- know their rights and responsibilities
- be free from discrimination
- receive the appropriate induction and training
- have safe working conditions and be covered by appropriate insurance
- be supported in their work and shown appreciation
- be consulted on decisions affecting them directly
- experience personal development through their participation as volunteers
- refuse any tasks or work
- ask for a reference
- withdraw from voluntary work
- receive a copy of their Volunteer Work Record upon leaving, or at any time they request it.

## **Responsibilities of volunteers**

Volunteers must:

- comply with existing policies and procedures of Denbighshire County Council and Denbighshire Archives Service
- carry out their tasks in a way which corresponds to the aims and values of Denbighshire Archives Service
- respect confidentiality
- be aware of and comply with document handling procedures
- be sensitive to potential legal issues, as highlighted during induction
- be reliable
- dress suitably and behave appropriately

## **Responsibility**

Overall responsibility for the implementation, monitoring and review of the policy lies with the Senior Archivist. This policy applies to all volunteers in any work undertaken by them for the Archive. Any policies and procedures not covered in this document shall be determined by the Senior Archivist.