



Work Placement and Volunteer Policy

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print and on tape

Work Placement and Volunteer Policy

- 1.1 All work placement requests will be channelled through the curator, who will notify the Town Clerk, and insurance cover checked.
- 1.2 Work placement candidates under the age of 18 years old, require under The Health & Safety (Young Persons) Regulations Act 1997 (SI 135) written risk assessments. It is, however, our policy to provide risk assessments for ALL placements.
- 1.3 Priority will be given to work placement candidates likely to enter museum or gallery-related work and to those from institutions where long term links have been formed. All things being equal priority will then be given on a '*first come - first served*' basis.
- 1.4 Work placement candidates will be interviewed before starting.
- 1.5 All work placement candidates must complete the *Work placement Application Form* prior to starting, and the appraisal form on completion.
- 1.6 A reference for honesty and suitability for working in a museum will be taken from a tutor or similar professional.
- 1.7 Work placement candidates will not be used to replace paid contract work or temporary vacancies, nor used to cut costs.
- 1.8 The UNISON representative will be notified and their permission sought.
- 1.9 Every effort will be made to match training and work experience with the requirements and suggestions made by work placement candidate on their request forms.
- 1.10 Work placement candidates will be supervised at all times, and will be informed of fire exits and all matters relating to their health and safety. On joint partnership projects (i.e. with University College Falmouth, Leicester University, schools etc), partners will be informed that we do not carry out police vetting.
- 1.11 All work placement candidates will receive a work placement pack before starting.
- 1.12 All work placement candidates are entitled to use the same complaints procedures used by Falmouth Town Council staff.
- 1.13 Work placement candidates on Job Seekers Allowance will not work more than the legally acceptable number of hours set out in their entitlement (currently 16 hours per week)
- 1.14 Falmouth Art Gallery's Work placement Scheme is committed to a policy of equal opportunities (see *Equal Opportunities Policy*).

Note: Not covered by this policy are invigilators, workshop volunteers, invited curators and selectors

This policy was passed by Falmouth Town Council on 4th February 2008