

Volunteer Policy



Mission Statement

“Inspiring art for everyone”

Falmouth Art Gallery exists to inspire an appreciation and enjoyment of art, encouraging an understanding of the rich artistic heritage of Falmouth, Cornwall and the South West. It has exciting and stimulating learning initiatives that are accessible to all, at the same time providing exceptional customer service and high standards of collections care.

Why do we involve volunteers?

- To increase our contact with the local community we serve.
- To benefit from the skills and perspectives volunteers bring with them.
- To offer our volunteers new skills and experiences.
- To ensure that our services meet the needs of our users.

Recruitment

Falmouth Art Gallery aims to:

- to identify worthwhile and satisfying opportunities for volunteers.
- produce a volunteer role description for all voluntary opportunities.
- to help any volunteer overcome barriers that make it difficult for them to volunteer
- operate its Equal Opportunities policy at all times in relation to both recruitment and support of volunteers.
- Informally evaluate all prospective volunteer placements to ensure that their skills and interests are best served by the volunteering opportunity. References will also be taken up.
- To ensure that volunteers are not introduced to replace paid staff.

Induction

- All volunteers will be entitled to a structured induction period, to familiarise them with the work of Falmouth Art Gallery in general and their own area of work in particular. Training will be offered where it helps them fulfill their role effectively and as funds permit.

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- All volunteers will be asked to read and sign a Volunteer Agreement which requires them to abide by the rules and principles of the organisation. These will be clearly explained and copies of appropriate policies and procedures made available.
- All volunteers will be briefed about the importance of maintaining confidentiality and asked to sign a confidentiality statement.

Support and supervision

- Volunteers will be introduced to staff members, made to feel welcome, valued for what they offer and thanked for their contribution.
- Falmouth Art Gallery will ensure that volunteers are made aware of health and safety procedures and requirements, and will, as far as practicable, provide a safe environment for volunteers.
- All volunteers will have a named person as their main contact. They will be provided with regular supervision to feedback on progress, discuss future developments and air any problems. A grievance procedure exists to deal with any unresolved problems.
- All volunteers are covered by Falmouth Art Gallery's insurance policy while they are on the premises or engaged in Falmouth Art Gallery's work. Volunteers are required to provide their personal details to the gallery for insurance purposes and keep these updated as necessary.
- Volunteers will be encouraged to claim travel expenses. Reimbursement of other out-of-pocket expenses will be considered where funding permits.
- Falmouth Art Gallery will ensure that volunteers are made aware of health and safety procedures and requirements, and will, as far as practicable, provide a safe environment for volunteers.
- Volunteers will be encouraged to express their views on matters concerning the organisation. Their opinion will be sought concerning any changes or developments which may affect them.
- Falmouth Art Gallery will respect the confidentiality of the volunteers and will not release any information about them without their agreement.
- Falmouth Art Gallery will supply reference to any volunteer seeking other voluntary work or paid employment.

Termination

- Falmouth Art Gallery reserves the right to terminate your volunteer relationship. This will be done in writing. Falmouth Art Gallery will where possible try and give volunteers at least two weeks notice of termination of the volunteering relationship but has the right to terminate the volunteer relationship without notice at any time without prejudice.
- If you wish to withdraw from your voluntary role you are asked to give your supervisor as much notice as possible. Falmouth Art Gallery would appreciate at least two weeks' notice of you leaving your role but recognises your right to withdraw at any time without prejudice. You will be offered an exit interview upon leaving your voluntary role at Falmouth Art Gallery.

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Monitoring and Review

- It will be the responsibility of Falmouth Art Gallery to regularly review the operation of this Volunteer Policy and to make sure that it is always in accordance with Equal Opportunity Policy and current volunteering best practice.

Volunteering with young people

- In accordance with Equal Opportunity Policy and current volunteering best practice.

Volunteering with young people

- Young people are vulnerable and need to be kept safe. All volunteers will need to demonstrate to Falmouth Art Gallery that they are fit for the role that they are undertaking. For some roles this would require the taking up of references and the receipt of a relevant DBS (Disclosure and Barring Service) check.
- For more in-depth information regarding Falmouth Art Gallery's Safeguarding Policy please refer to a member of staff.