



## **Volunteer Policy**

### **What is the Volunteer policy for?**

The Isle of Arts festival is a forum for our community to increase their involvement with the arts. We want to make artistic endeavour highly accessible by delivering it primarily as a means of entertainment. Isle of Arts seeks to be a valuable and inspirational venture for the Isle of Wight in particular.

Isle of Arts is the trading name of Ventnor Festival Community Interest Company and is therefore a not-for-profit venture. None of the staff, including the Directors, currently receives any income.

This exciting Festival needs people aged 14 years and upward to involve themselves in order to ensure its smooth running. The involvement of high-quality volunteers is crucial to the effective running of the festival.

We will accept volunteers on a strictly equal opportunity basis, with the simple proviso that each volunteer is capable of fulfilling the tasks assigned to them in a way that does not compromise themselves or the Festival goers that we serve.

### **What we will offer our volunteers**

- You will receive a free pass for one major event and one other event (some events may be embargoed if there is limited space available). The event that you choose must be agreed in advance on a first-come-first-served basis as some events may be more popular than others and will therefore be restricted
- Tea, coffee and water will be provided for volunteers. Sandwiches, or other buffet food will be provided at least every five hours. Any special dietary requirement should be notified at least two days in advance.
- You will be covered by our liability insurance, as long as you have met the conditions set out here.

### **What is required to be a volunteer?**

- Each volunteer must fill out and sign a Volunteer Application Form and ensure that it is countersigned by an Isle of Arts responsible officer
- Each volunteer must attend the event briefing in advance of each event
- Once a volunteer has accepted an assignment, they agree to fulfil that assignment diligently and to reliably fulfil the shifts to which they have committed
- Volunteers must notify the Isle of Arts Volunteers Coordinator immediately, should a change

in their availability occur

- Volunteers aged over 14 and under 18 years will not be assigned duties beyond 7.00pm.
- Volunteers should ensure that the Volunteer Coordinator has their mobile phone number if they have one
- Volunteers must ensure that their mobile phones are not switched on near to sound or other AV equipment
- Volunteers will be courteous and helpful to all festival goers, even under provocation
- Volunteers will be careful not to be, or be understood to be, prejudiced against any festival goer or other festival functionary for any reason. Specifically; racial, religious, ageist, disability, sexist and other forms or prejudice will not be acceptable
- Please do not smoke near the entrance to events
- Please do not drink alcohol prior to, or during your shift. Any alcohol intake will be considered unacceptable
- Isle of Arts will make practical efforts to ensure that all aspects of the festival are lawful and decent. Should you discover any activity occurring that you believe is, or may be, illegal, you must immediately inform a responsible Isle of Arts officer, or the police, if already in attendance. You **must not** personally interfere or assume the role of security
- If your role brings you specifically into contact with young or vulnerable people, or if you are required to handle cash or valuables for some reason, you may need to be CRB checked.

**We look forward to all our volunteers being involved and we shall do all that we can to make Isle of Arts an enjoyable and rewarding experience for you!**

*11 April 2011*