

# LEADA

**Volunteers  
POLICY**

# Volunteering Policy

## 1. Introduction

LEADA Cambs CIC aim to involve people effectively in volunteering to support the work LEADA does with children, young people and adults as part of their commitment to help enrich our communities.

LEADA Cambs CIC is committed to involving volunteers directly within the organisation to:

- Contribute to the delivery of our services
- Make sure we respond to the needs of our users.
- Provide different skills and perspectives.
- Offer opportunities to develop skills and confidence
- Offer the opportunity to gain work experience

This volunteer policy sets out the principles and practice by which we involve volunteers.

## 2. Principles

LEADA Cambs CIC recognizes that:

- Voluntary work brings benefits to volunteers themselves, to service users (LEADA and Viva class members) and to paid staff.
- People who volunteer for LEADA are very much involved in our community. Our Volunteers help out when they can and contribute, share their ideas, organise and get stuck in as a team.
- We hold monthly meetings: to discuss up-coming events, jobs to be done, who is going to do what and when they need to be done.
- Volunteers get together to form working parties on specific tasks if necessary; a hospitality team, Auditorium set-up team, raffle team, Front of House etc
- LEADA will not introduce volunteers to replace paid staff.
- LEADA staff will work positively with volunteers and will actively seek to involve them, working as a team.
- Volunteers need satisfying work and personal development and LEADA will provide the training for them to do their work effectively.
- LEADA will pay for DBS Certificate checks if required
- The Volunteer Manager oversees the work that volunteers do, will be responsible for ensuring a safe environment for them to work in and will support the volunteers if they have difficulties.
- Volunteers will be recruited from a wide range of backgrounds and abilities and ensure our volunteering opportunities are as accessible as possible in accordance with our **Equality and Diversity Policy**

## 3. Recruitment

Recruitment of volunteers will generally be from all sections of the community and will be in line with LEADA Cambs CIC Equality and Diversity policy. Positive action in recruitment may be used where appropriate.

People interested in becoming volunteers with LEADA Cambs CIC will be invited for an informal talk with the appropriate contact person. They will be given an information pack including general information about the organisation and specific information on the volunteer post in which they are interested.

All volunteers will be asked to complete a simple registration form appropriate to the role that they are applying for and people who are joining our volunteer team from outside our organisation are to supply two references. Where applicants are not placed in the role applied for, they will be provided with feedback and given the opportunity to discuss alternative volunteering roles.

Every volunteer role will undergo a risk assessment. All volunteers working directly with children, young people and vulnerable adults will be required to have an enhanced DBS certificate. LEADA Cambs CIC will apply for this certificate at no cost to the volunteer if the volunteer does not already hold a current DBS Certificate (within the last 3 years.) Volunteers will also be expected to attend annual safeguarding training.

#### **4. Volunteer Agreements and Voluntary Work Outlines**

Volunteers will receive a role description and volunteer agreement containing full information about their chosen area of work, a clear idea of their responsibilities and LEADA's responsibilities to them.

#### **VOLUNTEER ROLES Available**

##### **Finance Officer**

**STEVE EKINS**

Record and file income, expenditure, oversee budget, arrange payments, run payroll, manage account, plan Budget with Creative Director, Quarterly Transaction/finance reports to CLLD, annual reports to HMRC, Companies House and CIC Regulator

##### **IT Website + Communications**

**STEVE EKINS**

Update website, create online news-letter, manage emails addresses, online payment portal  
Data Protection and Security

##### **Safeguarding Lead**

**AMY FIELD**

Deliver Safeguarding updates to staff, arrange training, manage chaperones, licences complete, applications for performance licences, create chaperone rotas, manage signing in and out, manage, record and report safeguarding issues. Update safeguarding policies

##### **Marketing**

Design and post adverts/ announcements and successes on social media, design posters, programmes, arrange printing and delivery, Distribute flyers, Write press releases, Attend Volunteer Meetings Training; good marketing practice, data protection etc

##### **Programme Designer and producer**

Create Programmes for shows, including cast lists or choir members, crew list, sponsors, Directors Notes, Running order and future events, and sponsor/ Funder logos

##### **Stage Make-up + Hair Artist**

Work to brief with Director. Determine costs of materials, design with regard to suitability/ period and within budget.

##### **Production Assistant**

Assists Production Manager re Production See below

**Production Manager:** Create Production schedules for rehearsals. Book venue, stage, dressing rooms if required. Book Tech Company and oversee budget and timings for get in, Oversee set build and striking, Tech get in and striking, Stage crew, risks assessments, sourcing materials within budget, marketing schedules, Hospitality, Organise dressing room set up, clearance and get out, Attend and contribute at post-production meeting.

### **Director of Shows/ Concerts**

**LINDA EKINS + TUTORS**

This Volunteer role is usually held by the Tutor of classes and will follow through work undertaken as tutor. The role of the Director is to bring the play/ concert to the stage and ensure quality of performance for the performer and for audience. Therefore, the Director will need to rehearse with the performers on stage and develop performance skills. The Director will need to collaborate with tutors of other disciplines e.g. Choreographer, Vocal coach, Stage Combat choreographer etc and with other personnel concerned with putting on a performance ie Lighting and sound crew, Stage manager, Set, Costume, Hair/Make-up and Props designers. The Director will be concerned with organising aspects of the performance; Entrances/ exits, timings, Interval and Rest periods of performers, Running order etc and will need to be aware of rules regarding Child employment, Health and Safety, Equality and Diversity and environmental Impact.

### **Sound Design and Recorder**

**STEVE EKINS**

Create soundtrack + cue sheet detailing cues, notes re fade + endings Record soundtracks, source music, create music score, record and manipulate SFXs create sound track for shows and concerts ready for tech company to use.

### **Sound Assistant**

Be present at rehearsals and assist in playing the soundtrack during pre-final rehearsals. Plot sound with Tech crew, supervise sound check, assist in cueing

### **Stage Manager**

**CHARLIE HUGHES TOOKE**

Clear and prep stage for final rehearsals and performances. Assist in set build and set dressing. Manage scene changes, props setting and removal, train and rehearse, scene changes with Backstage crew, and train crew concerning Child protection and safeguarding. Create risk assessment reports and action points. Liaise with the tech crew and assist with the safe installation of equipment. Manage cast and crew with support from chaperones. Take registers and routine fire drill with staff and with actors, clear site and shut down backstage after all rehearsals and performances.

### **Chaperone**

Supervise children during classes, events, and workshops concerning safety and child protection. Closely supervise children performing in shows, escorting them to and from Stage. Responsible for child welfare during the Production, rehearsals and performances. Signing children in and out.

### **Business admin and office manager**

Booking venues, correspondence, filing, recording, minutes of meetings, dates in diary informing clients, taking bookings. Update policies with Creative Director and distribute to personnel, manage data on clients and data protection

### **Set Construction**

Work to brief with Director. Determine costs of materials, develop design, take measurements, construct set concerning accessibility and safety, assist with set painting and dressing within budget

### **Costume construction**

Work to brief with Director Determine costs of materials design, take measurements, cut patterns and make costumes fitting and finishing touches within budget

### **Health and safety officer**

**AMY FIELD**

Work with Stage manager re risk assessments, organise first aid training (Physical and Mental Health) check for H&S issues in venues for classes and performances

### **Training Coordinator**

**AMY FIELD**

Book training and ensure participants available and prepared, arrange feedback

### **Events manager**

Responsible for arranging /booking events, book outside agencies for performance delivery eg, disco. Karaoke, sound technician, lighting technician and working with the Volunteer Manager, Work within budget, Liaise with Marketing to promote events and share with other interested groups, Organise resources and events agenda, Attend event and volunteer meetings

### **Backstage crew**

Carry out jobs identified by stage manager, repair and make safe, set pieces/ flats. set props and strike when necessary. Clear and tidy set backstage area and green room after each performance. Strike set and clear Backstage – (return to black) at end of each show On duty before during and after final rehearsals and performances

### **Wardrobe Coordinator**

Responsible for checking costumes are suitable and fit, hiring of costumes, collection and return, repair and keeping fresh/ clean

### **Props resource and making**

work to brief with Creative Director. Determine costs of materials design +make with regard to suitability, period and within budget

### **Front of house/ Production support**

There are many roles here which can be undertaken by individuals as part of a team: Check auditorium is clean and ready for audience, Set out chairs/ tables and dress tables etc. Set out tables for buffet/ hospitality, Raffle, displays etc Open House when Stage manager ready Check audience in via tickets or audience register, take payments for tickets, reserve tables, sell programmes, organise raffle. Responsible for the safety of the audience and safe evacuation in event of a fire, responsible for audience safety and enable comfort and enjoyment.

### **Photographer**

Takes publicity shots of cast and show preparations. Edits and enhances photos ready for publication. Must have an enhanced DBS Certificate

### **Fund raiser**

Liaise with Events manager/ Funding bid writer to find ways of raising funds to support the work of LEADA. These will likely be a part of fun events for LEADA families. Organise fundraising with Events Manager eg raffle; sourcing prizes, raffle tickets, prepare float sell tickets, organise caller, counting up at the end of event. Delivering funds raised to Finance Director. Other events may be; jumble sale, nearly new toy fair, cake stall, sing-a-thon, play reading etc

### **Funding bid writer**

Liaise with Creative Director and Finance Director, seek out possible funding pots, complete application forms and submit. May be contact for funders during process.

## **5. Induction and Training**

Volunteers will be given induction and training appropriate to the specific tasks to be undertaken. Part of the induction will involve receiving guidance regarding LEADA Policies on: Safeguarding, Health and Safety, Equalities and Diversity, Environmental Sustainability, Data protection and LEADA Membership Guidelines. Volunteers will also be led through the Volunteers policy and be given a copy of the Volunteers handbook.

## **6. Support**

Volunteers will be assigned a named contact person who will provide regular support, Keith Holgate

## **7. The Volunteer's Voice**

Volunteers will be consulted in decisions which affect them and welcome feedback and suggestions to make improvements. This will happen in the Volunteer meetings but Volunteers can make suggestions to those they feel more comfortable with individually in person or through texts.

## **8. Records**

Minimum details will be kept on volunteers. This will include the registration form, references, DBS certificate dates, contact details and any other relevant information, e.g. First Aid. This information is kept secure according to GDPR regulations and is only accessed by authorised personnel.

## **9. Expenses**

LEADA Cambs CIC will enable volunteers to claim out of pocket expenses as necessary. Claims can be supported only with valid receipts. Travel, to/ from home to venue will not be included but travel by car to deliver flyers etc will be valid. Travel to authorised training courses outside Wisbech area will also be valid with receipt of payment for bus/ train tickets and car mileage at normal rate.

## **10. Insurance**

Volunteers will be covered by our employment insurance while carrying out agreed duties.

## **11. Health and Safety**

LEADA Cambs CIC will take all reasonably practicable steps to ensure the volunteers' health, safety and welfare while performing their volunteer duties in accordance with our Health and Safety policy.

## **12. Equal Opportunities**

Volunteers and staff will work in accordance with LEADA Cambs CIC Equality and Diversity policy and will prevent discrimination on any grounds.

## **13. Problems**

LEADA Cambs CIC has a responsibility to help deal with grievances that volunteers may have. Volunteers have the right to discuss any concerns they may have with their named contact at a pre-arranged time.

## **14. Endings**

We hope that Volunteers enjoy helping LEADA. When volunteers move on from their role at LEADA Cambs CIC they will be asked to provide feedback on the volunteering experience. They will also have the right to request a reference. LEADA Cambs CIC will deal with fairly and without prejudice any disciplinary issue regarding a volunteer.

### **15. Monitoring and Evaluation**

LEADA Cambs CIC Directors will systematically monitor and evaluate its use of volunteers with reference to this Volunteer Policy. Volunteers will have their progress reviewed regularly at ends of projects, informally or in greater depth if that is needed. This is an opportunity to discuss the volunteer experience and how this can be improved. Volunteers will be encouraged to try out more challenging and rewarding opportunities as they become available.

This policy will be reviewed bi-annually

Dated April 2018  
November 2019  
May 2020  
September 2023