



EMERGENCY
EXIT ARTS

Volunteer Policy

Introduction and Purpose

Emergency Exit Arts is one of the leading street arts and celebratory outdoor performance companies in the UK. Since 1980, the company has run a core programme of outdoor events, entertainment and participatory workshops with and for local communities, often resulting in free public events that include carnival processions for night and day, street theatre, music and pyrotechnics.

Volunteers are used by the organisation in order to engage members of the public with an interest in the street arts sector in to the workings of Emergency Exit Arts, as well as providing a support to the artists and Project Managers.

Managing the Process

Volunteers will be treated with respect throughout the recruitment process and will not be discriminated against because of sex, faith, race, sexual orientation. All volunteers will be screened for suitability in a fair consistent manner. Screening forms will be stored confidentially and will be a point of reference should further volunteers be needed for another project.

Volunteers will be provided with a Volunteer Agreement which forms the basis of their work with the organisation. As well as this, the volunteer will be provided with a pack containing company policies that should be adhered to during the period of their work.

Each volunteer or group of volunteers will be provided with a member of staff who will supervise output and act as a confidant for any problems arising through the course of their voluntary period.

Problem solving will be conducted by the appointed supervisor. All complaints will be investigated quickly and confidentially.

Out of Pocket Expenses

Emergency Exit Arts will provide expense reimbursement for volunteer travel up to a maximum of £10 per day unless otherwise agreed by your Project Manager. All tickets should be provided in order to receive reimbursement and the organisation expense form should be used. Where the amount is less than £50, EEA will attempt to reimburse from petty cash. Refreshments for volunteers whilst at Rothbury Hall will be provided. EEA also have a kitchen provision for storing food that Volunteers bring in to the hall. Should the

volunteers be on a project that has on site catering, this will also be provided. Expense forms may be collected from the main office and should be signed off by the project supervisor prior to reimbursement.

CRB Checks

The Criminal Records Bureau (CRB), an Executive Agency of the Home Office, provides wider access to criminal record information through its Disclosure service.

This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involve children or vulnerable adults. The CRB was established under Part V of the Police Act 1997 and was launched in March 2002.

Volunteers requiring a CRB check to complete their work will have one provided by EEA – it is the responsibility of the Project Manager to ensure that this is applied for within the relevant timeframe. This can take up to six weeks. There is no charge for Volunteer CRB checks but the Project Manager should be aware that they need to give sufficient information for the CRB to grant this. CRB checks are transferrable and so an additional incentive for the volunteer is that this will have been provided by EEA to take elsewhere.

Exiting the Project

At the end of the voluntary time the Project Manager will conduct either an exit survey or exit interview with the Volunteer. This provides feedback to EEA as to how the Volunteer was managed as well as the basis for ascertaining whether the volunteer will be available for use again.

Monitoring and Evaluation

In line with revenue funding requirements, volunteers should be monitored in the same way as free lance artists and evaluation forms should be provided to the Project Manager accordingly for collation. It is the responsibility of the project manager to provide this information.

Reference:

www.volunteering.org.uk

Organisation Forms and Resources:

- Volunteer Agreement
- Screening Form
- Monitoring Form
- Exit Survey
- Exit Interview