



## Musical Connections Volunteering Policy

Musical Connections empowers vulnerable and socially isolated people to lead happier, healthier lives through participating in music. Volunteers play vital roles in our organisation by supporting participants and the musicians, and spreading the word about the impact music can have for people who attend the sessions.

In order to ensure that potentially vulnerable people are safeguarded, the following actions will be in place to ensure that volunteers understand what is expected of them and the responsibilities they will take on:

- All volunteers recruited will be made aware of what Musical Connections is and the expectations of their volunteer role, through the provision of an information leaflet which explains the ethos of the service and a document outlining expectations.
- People wishing to volunteer regularly on the project will be required to:
  - complete a registration form, providing two referees relating to their previous work/life experience - one professional and one personal
  - attend a meeting with the volunteer manager prior to starting, then have a review after about one month in the volunteer post
  - sign the DBS declaration on the application form and provide the necessary documentation for the check to be run as soon as possible
- Training and information will be provided for volunteers where necessary. This will cover a variety of issues relating to working with vulnerable adults and, in occasional intergenerational sessions with children, taking into account the role the volunteer is undertaking.
- If the volunteer is undertaking transport of participants to and from sessions, a check will be made of their driving licence and insurance documents. Copies will be taken at this time and held on file
- Expenses will be paid on a case by case basis, after consultation with the trustees
- Volunteers handling cash must do so by adhering to the Musical Connections financial procedures as explained by volunteer manager or musician present.
- All people wishing to become regular volunteers will complete an application to the Disclosure and Barring Service to ensure they are qualified to become a volunteer working with vulnerable adults (the cost of this will be paid by Musical Connections).
- After the one month trial period and consequent induction meeting with the volunteer manager, volunteers will be sent newsletters, updates of extra events and

encouraged to contact us at any point if issues arise. Feedback will be presented to Trustees' meetings at regular intervals.

- Volunteer support events will be held throughout the year e.g. coffee & catch up, evening drinks and a Christmas thank you event.
- Infrequent volunteers, one-off contributors and visitors to the project eg student performers will remain under the supervision of Musical Connections personnel at all times.
- A process is in place for volunteers to give feedback if and when they decide not to continue with the project, as a way of helping us to improve our work

### **Summary of Volunteer Recruitment Process**

1. Volunteer registers interest
2. Volunteer manager meets and provides them with all the necessary information and collects information on options form. This form can be filled in by the volunteer manager or by the volunteer.
3. Volunteer completes a registration form with DBS declaration.
4. DBS check submitted.
5. Month trial period begins. Basic Induction carried out by musician at first session attended by volunteer.
6. After a month, volunteer manager meets and goes through full induction explaining the expectations and running through all relevant policies or procedures. These include our Volunteering Policy, Adult and Child Safeguarding policy, Environmental Policy and Code of Conduct. If the musician or volunteer manager have had any concerns during the trial month, a trustee will be asked to attend this meeting.