

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 musicians and spreading the word about the impact music can have on those 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 explaining the ethos of the service and a document outlining expectations.

Volunteer Requirements:

- 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 & Support: Training and information will be provided for volunteers where necessary. This will take into account the role the volunteer is undertaking and will cover a variety of issues relating to working with vulnerable adults and, occasionally, in intergenerational sessions, with children.

Additional Responsibilities:

- Volunteers undertaking transport of participants will have their driving licence and insurance documents checked and kept on file.
- Expenses will be paid on a case-by-case basis after consultation with the trustees.
- Volunteers handling cash must adhere to Musical Connections' financial procedures as explained by the 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 on extra events, and encouraged to contact us at any point if issues arise.

Feedback:

- Feedback, whether from volunteers or about them, will be presented to Trustees' meetings at regular intervals for discussion and review.



- A process is in place for volunteers to give feedback if and when they decide not to continue with the project, to help improve our work.

Volunteer Support: Opportunities for volunteer support events will be made throughout the year, e.g., coffee & catch-up, and a Christmas thank-you event. Infrequent volunteers, one-off contributors, and visitors to the project (e.g., student performers) will remain under the supervision of Musical Connections personnel at all times.

Summary of Volunteer Recruitment Process:

1. Volunteer registers interest.
2. Project Manager meets and provides all necessary information and collects details on options form.
3. Volunteer completes a registration form with DBS declaration.
4. DBS check submitted.
5. Month trial period begins. Basic induction carried out by a musician at the first session attended by the volunteer.
6. After a month, the volunteer manager meets and goes through a full induction explaining the expectations and reviewing all relevant policies and procedures. These include our:
 - Adult and Child Safeguarding Policy
 - Environmental Policy
 - Code of Conduct

If the musician or volunteer manager has any concerns during the trial month, a trustee will be asked to attend this meeting.

