

Volunteering Policy

1. Recruitment

- Recruitment of volunteers will be open to all communities in accordance with St Helens Borough Council's Equality Policy.
- When potential volunteers make contact, they are invited to complete a 'Volunteer Application Form' and are invited to visit for an informal discussion and brief tour. Remote volunteers are also invited for a visit if convenient.
- Volunteers will be offered (subject to space), in-person or remote volunteering opportunities in the first instance.
- Each volunteer receives induction training including health and safety procedures, information about aims and values and orientation around the building.
- Volunteers receive training and on-going support relating to handling documents, collections care and training specific to their role and tasks.

2. Guiding Principles

- Volunteers are individuals who freely agree to give their time and skills to support the activities of St Helens Archive Service.
- Volunteer involvement should be mutually beneficial for both parties.
- Volunteers are involved in specific roles to enhance and support the work of St Helens Archive Service but not as a replacement for paid, trained staff.
- Volunteers are given tasks which are discussed and agreed upon.
- Volunteering should be enjoyable and bring benefits to individuals, for example those seeking a career in archives or a related sector.
- Volunteers are expected to express their views and feedback is welcome.
- Volunteers are required to act in a positive, professional, and courteous manner.
- Whilst undertaking agreed tasks on Council premises, volunteers will be covered under Council insurance – they are required to sign-in on arrival and sign-out on departure on every occasion.

3. Expenses

Reasonable travel expenses to and from a place of volunteering will be reimbursed, providing the claim is supported by appropriate receipts.

4. Confidentiality

Where volunteers have access to sensitive information, they are required to treat this as confidential.

5. Ending volunteering duties

- When volunteers move on from their role, they may be asked to provide feedback on their volunteer experience. This will inform the development of our volunteering opportunities.
- St Helens Archive Service will provide references for volunteers who request this.
- St Helens Archive Service reserves the right to terminate a volunteering arrangement. Volunteers who are considered unsuitable (for whatever reason) could be asked to leave the volunteer programme. The Archive Service will provide feedback in this circumstance in a courteous and professional manner.

6. Review

Version date	June 2024
Date of review	June 2026