



Open Up Sheffield Volunteer Policy

Open Up Sheffield (OUS) exists to advance and encourage the practice and appreciation of the arts, specifically in the Sheffield area, furthering the development of visual artists by the promotion of managed artists' studios events and exhibitions.

In line with this mission OUS seeks to involve volunteers to:

- ensure our services meet the needs of our members and audience.
- provide new skills and perspectives
- increase our contact with the local community we serve

Principles

This Volunteer Policy is underpinned by the following principles:

- OUS will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to our work
- OUS expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work
- OUS recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training where needed for them to do their work effectively.

Practice guidelines

The following guidelines deal with practical aspects of the involvement of volunteers.

1. Recruitment

We will discuss with prospective volunteers what they are able to do, their skills, suitability and how best their potential might be realised.

2. Expenses

All volunteers will have their travel and other reasonable expenses reimbursed.

3. Induction and training

All volunteers will receive an induction into OUS and their own area of work. Training will be provided as appropriate.

4. Support

All volunteers will liaise with the Management Committee or a member thereof, to feed back on progress, discuss future development, request support and air any problems.

5. The Volunteer's Voice

Volunteers are encouraged to express their views about matters concerning OUS and its work by bringing them to a Management Committee meeting.

6. Insurance

All volunteers are covered by OUS's insurance policy whilst they are on the premises or engaged in any work on OUS's behalf.

7. Health and safety

Volunteers are covered by OUS's Health and Safety Policy, and are required to comply with the Code of Conduct and Safeguarding Policy.

8. Equity Diversity and Inclusion

OUS operates an equal opportunities policy in respect of both paid staff and volunteers. Volunteers will be expected to have an understanding of, and commitment to our Equity Diversity and Inclusion policy as published on our website.

9. Complaints

We aim to identify and solve problems at the earliest possible stage. A procedure has been drawn up for dealing with complaints either by or about volunteers.

Open Up Sheffield is a company limited by guarantee. Registered number: 04764513



Open Up Sheffield Volunteer Policy

10. Confidentiality

Volunteers will be bound by the same requirements for confidentiality as any other member of the OUS team.

This policy was reviewed and updated by Open Up Sheffield Directors during February 2024, and will be reviewed every 2 years.