



Volunteers' Policy

Interplay Theatre is a Registered Charity run by a small team of core staff & volunteers and overseen by a Board of Directors. There are three main strands to our work;

Building and venue operation

Community engagement

Annual Sensory Theatre Tour

Our Commitment to Volunteers

Interplay Theatre commits to the involvement of volunteers. Interplay recognises that volunteers may be different in terms of age, race, social background and educational level and will help to diversify and strengthen the workforce mix at Interplay and offer a wide range of skills and enthusiasm.

The role of a volunteer

A 'volunteer' is defined as someone who commits time and energy for the benefit of others, and who does so freely, through personal choice, and without expectation of financial reward, except for the reimbursement of justified out-of-pocket expenses.

The volunteer role is a gift relationship, binding only in honour, trust and mutual understanding. No enforceable obligation, contractual or otherwise, can be imposed on volunteers to attend, give or be set a minimum amount of time or carry out the tasks provided. Interplay Theatre cannot be compelled to provide regular work, payment or other benefits for any activity undertaken.

Volunteers play an important role in the operation of Interplay. Volunteers will be seen as representing Interplay to members of the public.

Volunteers will only be used to supplement the work of paid workers and not to substitute the work of paid workers.



Recruitment and Selection

The recruitment and selection process for volunteers is a clearly defined process.

All volunteers will follow the same recruitment and selection process.

All volunteers will be given a role description and an application form.

Volunteers will be required to complete a volunteer application form. On completion of the form, references will be taken up and once these have been received, the prospective volunteer will be contacted and an interview will be arranged to discuss skills, roles and expectations. A Disclosure and Barring Service (DBS) check will be carried out for each volunteer, regardless of role.

Interplay reserves the right to determine that a prospective volunteer may not be appropriate for the voluntary roles on offer. However, every effort will be made to direct unsuccessful applicants to other volunteering opportunities

Successful applicants will be asked to agree to the terms of the Volunteer Agreement. The Volunteer Agreement is a document setting out the guidelines on mutually agreed undertakings between the volunteer and Interplay Theatre. This document is not to be interpreted as being any form of contract, has no legal status and is not legally binding.

We strictly adhere to our Equal Opportunities Policy and accept anyone as an Interplay Volunteer regardless of gender, age, religion, marital status, race, disability etc.

All volunteers will receive the training required to carry out their role.



Policies and Procedures

All volunteers are bound by Interplay Policies and Procedures. Volunteers are made aware of relevant policies at their induction. Copies are available via the office.

All volunteers will be covered by Interplay's public liability insurance. Volunteers are not covered against acts of negligence. The volunteer must ensure that they do not put themselves at risk at any point whilst volunteering for Interplay.

Confidentiality

Interplay undertakes to maintain confidentiality concerning the personal details of volunteers. Volunteers are required to respect the confidentiality of Interplay staff and service users.

Health and Safety

Volunteers have rights and responsibilities concerning health and safety. Volunteers must work safely and not put themselves or others at risk. Volunteers are made aware of this policy at their induction. Full copies available upon request.

Expenses

Expenses will be paid at the following rates:

Mileage 0.45 per mile - As per HM Revenue & Customs.

£5.00 lunch allowance for a full day of volunteering or training.

Public transport tickets, as required.

Expenses will be paid via a claim form which is available from the office.

All receipts must be provided.

Claims can be submitted at any time but **MUST** be done so before the end of the current tax year (April 5th).