



Gala Water Archive Volunteer Policy

Gala Water Archive (GWA) is a Scottish Charitable Incorporated Organisation, SCO52917

Introduction

- This policy sets out the broad principles for volunteer management within the Gala Water Archive. (GWA)
- This policy is endorsed by the GWA Board of Trustees.
- We recognise that volunteers are a valuable resource of support for the GWA and that working with volunteers is an effective way to promote community development.
- We value the contribution made by volunteers and are committed to providing the support and recognition that they need for personal development.

2 Definition

- A Volunteer is not an employee and will not have a contract of employment with the GWA.
- Volunteering is defined as unpaid activities undertaken by individuals who freely offer their time and commitment to contribute to our work.
- Volunteers are to be distinguished from other work placements, where the primary aim is usually for the participant to obtain certain work experience or to carry out work or research in certain areas.

3 Principles

We, the members of the Board of Trustees of the GWA:

- Recognise the benefits that volunteers could bring to our organisation in terms of their skills, knowledge and personal experience.
- Will ensure that volunteers are properly integrated into our organisational structure and that mechanisms are in place for them to contribute to our work.
- Expect all of our colleagues to work positively with volunteers and, where appropriate, actively involve them in their work.

- Recognise the need to promote learning and personal development for volunteers through appropriate training and support facilities.
- Will endeavour to identify and cover the costs of involving volunteers.
- Will endeavour to ensure volunteering opportunities within our organisation are as accessible as possible.

Recruitment of volunteers

- Volunteers are recruited from all sections of the community. We welcome people from all social, cultural and ability backgrounds to join us as volunteers.
- People interested in volunteering can discuss any volunteer roles with the Community Archivist or any member of the Board.
- Volunteers may be subject to an enhanced Disclosure check if their roles involve a position of trust and/or unsupervised direct contact with vulnerable clients.
- Any information received under Disclosure is dealt with in the strictest confidence irrespective of whether or not the individual volunteers with the GWA.

Volunteer Roles

- Volunteer roles may vary between projects and as such will be agreed by the volunteer and the Community Archivist as appropriate.
- The Volunteer role will identify:
 - The purpose of the project
 - The tasks required
 - Any training required
 - The expenses that the GWA will pay
 - The role of the Community Archivist in relation to those listed above.
- Volunteers are expected to comply with all our ethos of inclusion and respect for all members of the local community and visitors.

Induction & Training

- Volunteers are required to take part in induction sessions as part of their training and development. Generally, the induction will include an orientation session which will include an introduction to the GWA's ethos and how it is run, relevant health and safety procedures and practical elements such as arrangements for breaks etc.

- From the point of induction, volunteers are required to take part in mandatory training to promote best practice in volunteering work.
- Volunteers may be asked to attend additional training sessions if their roles involve direct contact with clients or a specific set of skills.

Support & Supervision

- Volunteers will work directly or remotely with the Community Archivist.
- The Community Archivist will provide timely support, supervision and guidance for volunteers to develop the qualities, skills and knowledge required for their roles.

Expenses

- Volunteers are unpaid. However, we will ensure that systems are in place to enable volunteers to claim out of pocket expenses including travelling costs.

Health & Safety

- We will take all reasonable steps to ensure the health well-being and safety of our volunteers.
- Volunteers should at all times follow best practise in regards to Health and Safety.
- Volunteers have a duty to take care of themselves and others who might be affected by their actions.
- Volunteers should not act outside their authorised area or work. Volunteers should report all accidents to the Community Archivist.
- We will provide all volunteers with appropriate guidance on any health and safety issues that arise.
- The GWA is bound by the Health and Safety at Work etc Act 1974 and any and all health and safety issues will be led by the provision of that Act.

Confidentiality

- Volunteers are likely to become aware of confidential information about the GWHHA and members of the local community.
- Volunteers must be instructed by the Community Archivist about their obligations and responsibilities in relation to confidentiality.

- If volunteers have any queries about confidentiality, they should liaise with the Community Archivist.
- The GWA is bound by the Data Protection Act 2018 and any and all confidentiality issues will be led by the provision of that Act.

Safeguarding

- Due to the historical nature of the material the GWA holds care must and will be given to the requirement to safeguard volunteers and members of the public from potentially harmful and offensive materials.
- The CA is the designated safeguarding officer in regards to volunteers within the GWA.
- The GWA is bound by the Adult Support and Protection (Scotland) Act 2007 and any and all safeguarding issues will be led by the provision of that Act.

Equal Opportunities

- We operate an equal opportunities policy which applies to all volunteers, Board members and other partners or members of the public who come into contact with us.
- We aim to ensure that no-one is treated less favourably on the grounds of their race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.
- The GWA is bound by the Equality (Scotland) Act 2010 and any and all issues around opportunities will be led by the provision of that Act.

Resolving Problems

- The Community Archivist will discuss any issues that volunteers may have and endeavour to resolve them in a timely manner.
- If the Community Archivist is unable to resolve these issues, the Board will be contacted for advice.

GWA Policies

- All volunteers will be given copies of all GWA policies and may raise concerns within the relevant policies, if necessary, with the CA or any other member of the Board of Trustees. .

This policy will be reviewed annually by the Trustees

Version number	Change or update	Author or owner	Date
1.0	First version	GWA	06/07/2024