

URBAN  WILDERNESS

VOLUNTEER

POLICY



A volunteer is someone who is unpaid and chooses to give their time, energy, skills and expertise to support Urban Wilderness.

The time volunteers invest with us is **highly valued**. Our events could not take place without the help of a trusted team of volunteers.

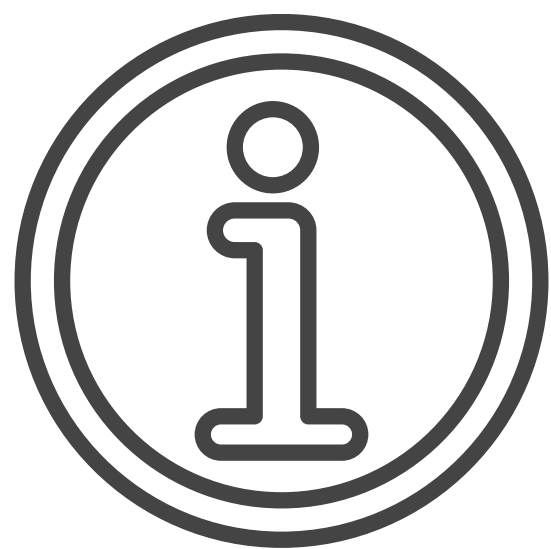
We do our best to make volunteer experiences with us **enjoyable and rewarding**.



Volunteers are not employees and your role does not involve entering into an employment contract with us.

OPPORTUNITIES

Volunteers support Urban Wilderness at our activities and events. Roles include:



Invigilating Exhibitions or Workshops - meeting people, directing visitors, supporting artists and providing information

Production Support - booking workshops, managing timetables and arranging refreshments for staff and volunteers



Event Setup & Take Down - practical, hands on work

Workshop Support - sharing your skills & expertise and being a role model for participants



WHAT WE DO FOR VOLUNTEERS



Provide **induction**, a copy of our Code of Conduct and policies and **training** suitable for your volunteering role



Ask about any needs you have, make reasonable adjustments for you and **support** you in your role **according to your needs**



Provide a **named Urban Wilderness person** that you can contact with any news, queries or issues



Reimburse travel expenses in the form of bus tickets or taxi receipts

WHAT WE DO FOR VOLUNTEERS



Provide **food and drink** to sustain you during your volunteering time and provide adequate breaks during your role



Provide adequate **insurance cover** for your role while you are volunteering



Try to fairly **resolve** any **problems or difficulties** you have while you volunteer with us



Support you with any **future employment opportunities** by offering a reference



Not ask you to do anything you're not comfortable with

WHAT VOLUNTEERS DO



Attend induction and training sessions required for your role



Perform your volunteering role to the **best of your ability**



Read and follow our Code of Conduct, policies and instructions about your role



Be **reliable**, arriving at the agreed time and giving as much warning as possible if you cannot volunteer when expected

WHAT VOLUNTEERS DO



Provide an existing DBS certificate from the last 3 years or agree to a **DBS check** being carried out by us for your role



Inform us as soon as possible of any issues you become aware of during your role



Grant **permission** to us and our partners and funders to **use images or films** of you for marketing purposes



Not disclose any **confidential information** that you become aware of during your role

We welcome feedback, we can always improve. Let us know if there are things we can do better.



Urban Wilderness

Website: urbanwildernesscic.com

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Dated: February 2021

This policy will be reviewed and updated by February 2022