



## **Volunteering Policy**

We recognise volunteers as an integral part of the organisation. Their contribution supports our mission and strategic objectives and complements the work of paid staff. We aim to encourage and support volunteer involvement to ensure that volunteering benefits the organisation, its clients, and the volunteers themselves.

### **Purpose of Our Volunteer Policy**

Our Volunteer Policy has been created to demonstrate that we have taken time and care in planning how volunteers will be welcomed to *Rejoice With Voice CIC*. It also outlines that all volunteers will be treated in a fair and consistent manner.

This policy helps our volunteers understand what support is available to them and what they can expect from us. It clearly sets out the principles of volunteering at *Rejoice With Voice CIC*, and how volunteering will be delivered and managed.

### **Principles of Volunteering**

The Board of Trustees and Artistic Director recognise that volunteers play a crucial role in supporting the delivery of our mission and greatly value their contribution.

A volunteer is defined as someone who freely offers their time, experience, and skills through personal choice and without expectation of financial reward, for the mutual benefit of the volunteer and the organisation. Volunteers do not perform the same roles as paid staff, but work alongside them to deliver our mission, develop their experience and expertise, and serve our audiences.

Volunteers enhance the experience of audience members and staff, adding an extra dimension to the organisation. They act as ambassadors of *Rejoice With Voice CIC*, helping to develop and strengthen relationships with our local communities and audiences.



## **Commitments**

Appropriate steps will be taken to ensure that paid staff are clear about the role of volunteers and to foster good working relationships between paid staff and volunteers. Volunteers are not used to replace staff.

We are committed to offering a flexible range of opportunities and encouraging a diverse group of people to volunteer with us, including those from under-represented communities such as young people, people with disabilities, older people, and people from Black and minority ethnic backgrounds.

We acknowledge that voluntary work for the company may incur related costs. Such costs will be reimbursed to volunteers by prior agreement and at the company's discretion.

We recognise that people have the right to participate in the life of their communities through volunteering and that they can contribute in many ways. The company is committed to encouraging voluntary participation in its work wherever possible.

## **Support and Supervision**

To ensure that volunteers are appropriately supported and confident in their roles, they will be supervised by a member of *Rejoice With Voice CIC* staff. This may include permanent staff such as the Artistic Director, or project- or production-specific staff such as a Stage Manager or Company Manager.

## **DBS Checks**

Some volunteer roles may require a DBS check to inform *Rejoice With Voice CIC* of any criminal convictions that a person wishing to volunteer may have. For example, any volunteer position that involves regulated activity with children or vulnerable adults will be subject to a DBS check.



### **Task Descriptions**

The nature of the tasks that volunteers undertake will be made clear at the point of engagement. There will be an opportunity to ask questions and, if appropriate, to amend duties to suit the volunteer or the organisation.

Last Updated: November 2025