

# Carmarthenshire Archives

## Volunteers Policy

### 2022 – 2026

#### **Mission statement**

Our mission is to identify, collect and preserve archive materials relating to the county of Carmarthenshire and its inhabitants and make them available to anyone who wishes to use them.

We are also committed to raising awareness about our work and demonstrating the many ways in which archives and records can be used by all members of the community.

#### **Policy Statement**

Carmarthenshire Archives values the contribution which can be made to its work by volunteers. Volunteers can bring invaluable skills and experience to a project and in turn gain experience which enhances and develops their own potential and future opportunities.

This policy is designed to cover voluntary placements in all circumstances including school and college work-experience students, information services trainees and other volunteers.

Its purpose is to ensure good practice in all dealings between Carmarthenshire Archives and its volunteers. Specifically, this policy provides formal recognition to the importance of volunteers and ensures that the following objectives are met:

- Volunteers are involved in appropriate activities through a suitable selection procedure which includes references and, as required, Disclosure and Barring Service (DBS) checks
- Volunteers are welcomed, feel valued and receive a relevant induction from our service
- Volunteers contributions are maximised by providing appropriate training and support

#### **Definition**

Volunteers are people who undertake voluntary work on behalf of Carmarthenshire Archives through choice, with no contract of employment and without expectation of financial remuneration, and who contribute their time, energy and skills to benefit the Community. Carmarthenshire Archives recognises that volunteers are not substitutes for existing paid employees and will arrange its volunteering efficiently and sensitively to the mutual advantage of all concerned.

#### **Equal Opportunities**

Carmarthenshire County Council treats all people with equal respect, concern and consideration and recognises the valuable contribution made to the county of

Carmarthenshire by all individuals. The Council is committed to equality and diversity, both in the provision of services and in its role as a major employer, and to the elimination of unfair and unlawful discrimination in all our policies, procedures and practices. Volunteers will be expected to accept and work in accordance with these principles.

### **Selection and Recruitment**

Carmarthenshire Archives aims to recruit volunteers from all sections of the community and with a wide range of skills, life experiences and knowledge.

The recruitment of volunteers will be carried out through the posting of advertisements in leaflets, newsletters, and on the corporate website. It may also be done by making informal contact within the existing user community.

All prospective volunteers will be interviewed to discuss their skills, roles and expectations.

### **Health and safety**

The Council has a responsibility for the health and safety of volunteers. A full health and safety induction will be provided for each volunteer at the start of their placement. Volunteers should at all times follow the Council's health and safety policies and procedures. Carmarthenshire Archives will provide adequate training and feedback in support of our health and safety policy, a copy of which is displayed on the cabinet next to the volunteer workstations.

Specialist clothing or equipment where required will be provided.

Manual handling training will be provided where necessary, but in the main volunteers will not lift heavy objects or work from height. Volunteers must report all accidents to a member of staff immediately.

### **Supervision and Support**

Carmarthenshire Archives is committed to developing the knowledge, skill and effectiveness of its volunteers. This will be achieved by providing:

- Appropriate training and development
- Meaningful work within the priorities of the service
- Effective supervision
- Recognition of work completed
- Clear targets, priorities and appropriate standards for the work assigned

Volunteers will be entitled to receive a reference from the Archives Service. This is conditional on the volunteer undertaking at least 30 hours of voluntary work of satisfactory standard whilst working directly on behalf of the service.

### **Insurance**

Volunteers will be indemnified against third party claims under the Council's Public Liability Insurance while carrying out their duties.

### **Confidentiality**

Volunteers will be required to sign a confidentiality agreement.

**Criminal Clearance**

All volunteers will be required to disclose any criminal convictions (including spent convictions) when completing an application form.

**Grievance procedure**

Volunteers should raise any concerns or problems with their immediate supervisor.

**Expenses**

Volunteers will be offered reimbursement of reasonable travel expenses from their home to place of work. A mileage allowance for those using their own means of transport is set at 18 pence per mile. All expenses must be agreed in advance with the volunteer supervisor.

**Review**

This policy was created in September 2022. It will be reviewed in 2026, or sooner if circumstances dictate.