



Volunteer Policy

1. Policy Statement

St. Stephen's House is grateful for the support of all its volunteers and wants to ensure that our volunteers have a safe, rewarding and enjoyable experience.

This policy is for volunteers recruited by St. Stephen's House either directly or to work with SJE Arts and will be provided as part of the volunteer induction process. St. Stephen's House and SJE Arts are referred to below as 'the charity'.

2. Volunteer - Definition

A volunteer is someone who, unpaid and of their own free will, chooses to give their time, energy, skills and expertise to support the charity in achieving its aims. The arrangement is voluntary on both sides. The charity's relationship with volunteers is based on trust and is not intended to have the obligations associated with employment. No payment is made by the charity to people who give their time as volunteers.

3. Equality and Diversity

The charity is committed to equal opportunities at all stages of recruitment, selection and volunteering. The charity will not condone, accept or ignore any forms of discrimination or unacceptable behavior.

4. Safeguarding

Volunteers will always be working in the company of other volunteers or employees of the charity. Where applicable, volunteers are expected to comply with the charity's safeguarding policy which can be found on the charity's website.

5. Training, Support and Health and Safety

Volunteers will receive a volunteer agreement outlining their role, the types of events / occasions on which they may be required and the benefits of volunteering for the charity. Volunteers will be asked to sign this agreement and provide details of name, email address, telephone number, emergency contact and contact telephone number.

On a first assignment, volunteers will receive an induction from the relevant charity

employee to cover their role on that occasion, a tour of the site as applicable to their role, with clear guidance on

- Fire exits, evacuation drill and mustering areas
- Health and safety requirements and restrictions
- First aid and incident procedures
- Respect for sacred areas, if relevant
- Procedure in the event of a complaint from the public, if relevant.

6. Insurance

Volunteers are covered by the charity's Employer's Liability, Public Liability and Professional Indemnity cover whilst working on the charity's activities. Motor insurance, if relevant, is the responsibility of the individual volunteer.

7. Data Protection

The charity will protect volunteer information in accordance with the relevant data protection legislation. Please see our website for the charity's privacy policy in relation to the collection, management and use of our volunteer's personal data. All volunteers are expected to comply with the charity's GDPR and associated policies as relevant to their role.

8. Feedback and Complaints

The charity makes every effort to ensure your experience is positive and rewarding. If you experience difficulty with your role or have feedback you feel is relevant, please contact your main contact at the charity in the first instance, by email. For SJE Arts this will be concert.manager@ssho.ox.ac.uk. If you are not sure who to contact, please email college.secretary@ssho.ox.ac.uk.

9. Leaving the Charity

Volunteers are free to cease volunteering at any time by speaking or writing to their named contact. We would appreciate as much notice as possible in order to help us organize alternative arrangements, particularly if you have committed to a particular event.

If the charity no longer needs your offer of volunteering, we will endeavor to provide you with reasonable notice, and at all times to treat you fairly, with dignity and respect.

| | |
|------------------------|--------------|
| Date authored | 12 May 2022 |
| Date approved by F&GP: | 7 June 2022 |
| Date of next review: | 30 June 2025 |