



Bingley Music Live Volunteering Policy

1. PRINCIPLES

- 1.1 Bingley Music Live values the importance of volunteers and their contribution to the success of the festival. This mutually beneficial relationship ensures that volunteers are provided with valuable volunteering opportunities.
- 1.2 Volunteers are defined as people who, of their own free will, offer their services to Bingley Music Live without the expectation of or receipt of payment, other than a required deposit of £40, all of which will be refunded by Friday 8th September 2017 providing the terms and conditions are abided.
- 1.3 The relationship between volunteers and the service does not create a legally binding contract or a relationship of employment. Volunteers are accepted at our discretion on the understanding that the relationship with the volunteer can be terminated by either side any time before 11th August 2017. If it is later than this date then the deposit becomes non-refundable.
- 1.4 Volunteers are not a substitute for employees and we do not recruit volunteers to replace paid staff.

2. VOLUNTEER CO-ORDINATION

- 2.1. Our volunteer manager will act as a single point of contact for volunteers and will manage all volunteering activity at Bingley Music Live. They will manage, guide, support and advise volunteers to ensure that tasks are carried out proficiently. The volunteer manager will be responsible for the management and welfare of volunteers whilst they are in their role of duty. However, will not be responsible once volunteers have signed off.

3. RECRUITMENT AND SELECTION

- 3.1. Bingley Music Live is committed to engaging a diverse volunteer team and one that reflects the communities of the Bradford District; Bradford Council's Equal Opportunities policy is adhered to when recruiting volunteers.
- 3.2. Volunteer opportunities are widely advertised across our Facebook, Twitter and Bingley Music Live website, as well as through local Universities and Colleges. Volunteers will be invited to fill in an application form and subject to the application and the deposit payment, are invited to then volunteer at the festival.
- 3.3. Volunteers will be selected based on breadth and depth of experience, payment of deposit in full prior to the event and full availability over the 3 day period of the event, although these requirements are not mutually exclusive and volunteers will be assessed at the discretion of the volunteer manager.

- 3.4. Volunteer roles will be allocated in a way which balances the skills and interests of the volunteers with the needs of the festival.
- 3.5. People from outside the European Economic Area must ensure they have a valid visa which permits them to volunteer in the UK before applying to work at Bingley Music Live.
- 3.6. As a legal requirement, anyone under the age of 18 must provide a letter from their parents providing consent for the individual to volunteer.

4. TRAINING AND SUPPORT

- 4.1. Volunteers will be provided with an induction and training appropriate to their role. A written description of roles and hours to be completed can be found on the Bingley Music Live website. Training in the form of observational learning and direct instruction is given on-site on arrival.
- 4.2. All volunteers will be assigned to the Volunteer Manager to act as their supervisor during their time volunteering and they can contact the Volunteer Manager with any queries or concerns.
- 4.3. Volunteers will have the opportunity to give feedback about their experience volunteering at Bingley Music Live on an informal basis through the Volunteer Manager and through a post event feedback email sent to Volunteers.

5. DIVERSITY AND EQUALITY

- 5.1. Bingley Music Live is committed to developing a diverse volunteer team and to making volunteering as accessible as possible by being responsive to the different needs of volunteers.
- 5.2. When required and where possible, the festival will make reasonable adjustments to volunteering roles to support the full and safe involvement of volunteers with differing needs.

6. HEALTH AND SAFETY

- 6.1. Bingley Music Live is committed to ensuring the safety of all volunteers. Volunteers are required to attend a full induction at the beginning of the event on the Friday. Volunteers will receive Personal Protective Equipment as required for specific roles such as litter pickers and gloves.
- 6.2. Volunteers will be covered by Bradford Council's Public Liability and Personal Accident insurance in the course of their volunteering.

7. CONFIDENTIALITY

- 7.1. Volunteers should uphold the name of Bingley Music Live and maintain the confidentiality of all information they are exposed to while volunteering.
- 7.2. All personal information given by volunteers will be stored securely and in accordance with the Data Protection Act (1998).