



A4D Volunteer Policy and Agreement Volunteering with Arts 4 Dementia (A4D)

1. Our vision and mission for volunteering

Volunteering is a great way to share your enthusiasm, skills and ideas whilst supporting and enriching the lives of people living with dementia. By volunteering for **A4D** you will be making a positive contribution to the community. Volunteers are important to our work.

2. Volunteering process (not applicable to interns)

A4D opportunities for volunteers are principally in support of arts workshops for people with early stage dementia and their carers or companions. These may be listed from time to time on the A4D website www.arts4dementia.org.uk. To start off, you need to complete our short online Volunteer Registration accessed through the login screen on www.arts4dementia.org.uk.

Once we receive a copy of your completed registration, a member of our team will get in touch with information on specific opportunities and we can decide together which option best matches your interests and availability and also our needs.

3. DBS Checks

We will not normally require DBS checks but we may on occasions require them, for example if the programme is being funded by a local authority or other statutory body which requires DBS checks for volunteers.

4. Induction and Training

If you are to be involved in assisting in A4D workshops, we will ask for you to attend a full-day A4D Early Stage Dementia Training for Arts Organisations, which we hold approximately every two or three months.

There will be an induction prepared and delivered by one of our staff. This will include:

- Information about **A4D** and our arts workshop programmes;
- the role of the volunteer;

You will be expected to read our Health & Safety, Vulnerable Adults and Equality & Diversity policies, which are available on the **A4D** website (About Us > Our Policies)

There will be a trial period of four weeks to give **A4D** and you time to discover if you are suited to each other. A review will be made midway through the trial period and also at the end. This is not an assessment, it is just so that we can be sure that you benefit the most from the volunteering experience and maximise the time you are giving freely.

5. Support

One or more of **A4D** staff will offer support to you. One (to be notified to you) will remain your key contact(s) throughout your volunteering with us. This will include meetings or phone calls with you to discuss how you are getting on, discuss any training needs and deal with issues arising. This

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will also ensure that we at **A4D** are doing all we can to make your volunteering experience an enjoyable and meaningful one.

6. Expenses

If you are volunteering in a London workshop programme, all reasonable out of pocket expenses, if required, will be reimbursed including (if assisting at workshops or events) expenses for travel within London. In order to claim expenses, an Expenses Form must be completed, a valid receipt provided and this should be handed in to the Chief Executive. You can still volunteer if you are receiving benefits provided that you inform us. We have information from the Work and Pensions Department which we can talk through with you regarding the hours you can do and what you can claim for expenses.

7. Insurance, health and safety, accidents and risk assessment

A4D has a valid insurance policy so that volunteers are covered by public liability insurance, which you are advised to read. It covers the volunteering activities you will be doing. You need to be clear of the requirements of our Health and Safety Policy and ask if ever you should be at all unsure how to perform each task safely. We have clear procedures for accidents and emergencies.

8. Confidentiality and Data Protection

We expect all volunteers to adhere to confidentiality guidelines which will be explained to you before you begin volunteering with us and this also includes use of social media and contact with any press. As volunteers may come into contact with sensitive information regarding participants at our events, it is important that volunteers safeguard this information at all times, do not leave it where it can be seen by others and **delete or destroy all copies of this information** (electronic and hard copies) as soon as is practicably possible once their work on the respective programme has finished.

9. Equality, Diversity and Inclusion

When representing A4D as a volunteer we expect you to support our commitment to promoting equality. You need to read and agree to comply with the A4D Equality and Diversity policy on or before starting to volunteer for A4D.

I confirm that I have read and understood the guidelines set out in this policy, and to the best of my ability will adhere to them.

Signed _____ Date _____

I confirm that I have read and understood the requirement that I will during the course of my volunteering activities safeguard all confidential data including details of workshop participants and if I have electronic or hard copies of personal or other confidential data, will delete or otherwise destroy all such copies immediately following the end of these activities.

Signed _____ Date _____

To be signed by Volunteer Coordinator:

Signed _____

Position _____

Date _____