

Theatre Collection

VOLUNTEER POLICY

Approved: by Library Services SMT June 2024

Renew: June 2029

1. Executive Summary

At the Theatre Collection (TC), volunteering is seen as a mutually beneficial activity.

We are committed to offering volunteering opportunities which can enable volunteers to:

- Gain new skills and valuable work experience
- Make new friends, including with people of different generations
- Improve their physical and mental health and wellbeing
- Give something back
- Improve confidence
- Connect to others in the community
- Show commitment

Volunteering is an integral part of our engagement with the UoB student body and the wider community. It relates to our Statement of Purpose to “work collaboratively to realise the potential of our collections to deliver research, educational, creative, and social outcomes for diverse communities locally, nationally, globally.”

Volunteering at the Theatre Collection supports our Key Aims, particularly to:

- Use our collections to inform, inspire and transform learning opportunities, ensuring a culture of inclusion and belonging.
- Develop, care for and share our collections sustainably, ensuring they are visible and accessible locally, nationally and globally for the broadest possible impact.
- Democratise access to the Theatre Collection by working with academic, industry and community partners, creating new engagement opportunities which offer routes to deepening knowledge.

The vision of the University of Bristol Centre for Cultural Collections Audience Development Roadmap 2024-2030, supports delivery of the University’s ambition to be “a global, civic

university through utilising its cultural collections for innovative approaches to academic research and enriching students' educational experience at the same time as being a catalyst for engaging with the city of Bristol and further afield."

In facilitating an ongoing programme of volunteer projects, the Theatre Collection supports Library Services Divisional Plan 2023-2030, Engaging Community, Connecting Knowledge and the University of Bristol's Vision and Strategy 2030 in particular its ambition to "develop deeper and mutually beneficial relationships with a diverse range of stakeholders across our vibrant city".

This policy should be read in conjunction with the TC Forward Plan, TC Statement of Purpose and the TC Access and Learning Policy.

2. Theatre Collection Statement of Purpose

Our mission is to curate a world-class collection relating to the history of British theatre and live art, and their creative and cultural contexts. We work collaboratively to realise the potential of our collections to deliver research, educational, creative, and social outcomes for diverse communities locally, nationally, globally.

Key Aims

- Curate a world-class collection reflecting the diversity of British theatre and live art that provides unique insight into their creative processes and broader cultural contexts.
- Develop, care for and share our collections sustainably, ensuring they are visible and accessible locally, nationally and globally for the broadest possible impact.
- Use our collections to inform, inspire and transform learning opportunities, ensuring a culture of inclusion and belonging.
- Enable and co-create research by pursuing innovation, collaboration and sector leading practice, embracing the digital in our skills, services and collections, and contributing to the development of national research infrastructures as an arts laboratory for generating and testing new ideas.
- Democratise access to the Theatre Collection by working with academic, industry and community partners, creating new engagement opportunities which offer routes to deepening knowledge. These may be on-site, off-site, and online.

3. Terms of Reference

3.1 Engagement

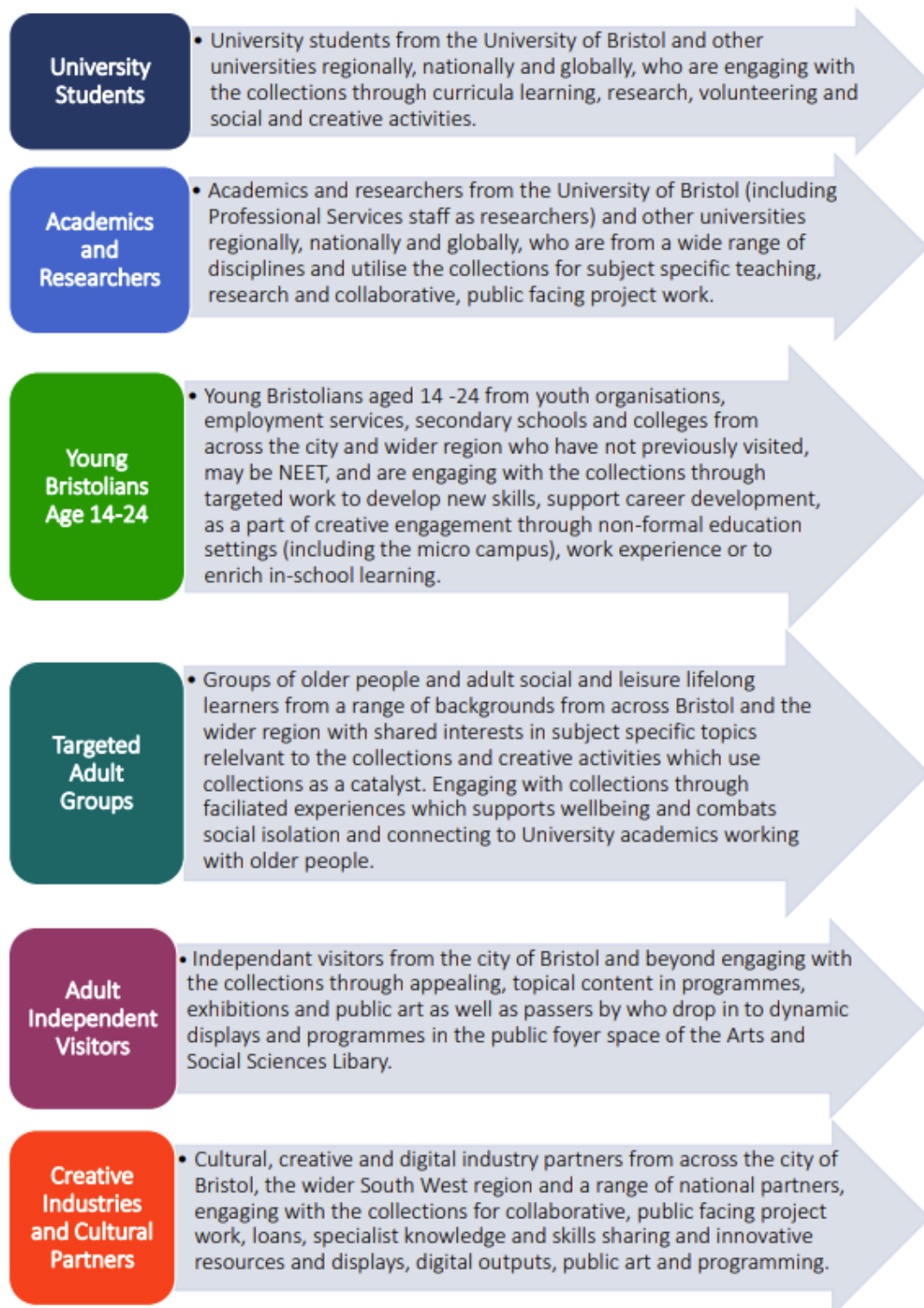
The TC defines learning in terms of engagement with the collections, informed by UoB strategy, the Cultural Collections Audience Development Roadmap and the Theatre Collection's IDEAspace model.

The Cultural Collections Audience Development Roadmap (CCADR) includes principles for engagement to:

- Encourage co-creation of programmes and interpretation through active opportunities for all audiences to play a part, shifting people from consumers to producers.
- Offer a layered route into engagement with collections which ranges from light touch, to in depth to help both university, industry and public audiences find a way to connect which suits their needs and interests.
- Carry out engagement work on and off site to support a genuinely inclusive approach to mitigate barriers people might feel and develop attitudinal accessibility as well as physical accessibility.

Engagement may come from a range of users and the Roadmap defines Priority Target Audiences for engagement for the Centre for Cultural Collections:

Priority target audiences



The Theatre Collection's Access and Learning Policy outlines our approach to engagement:

"The TC is open to everyone: members of the general public, individual enthusiasts, students and academics from within and beyond the University of Bristol, family historians, citizen scholars, and more specialised researchers, although access to some materials within the theatre and the live art archives may be restricted to those over the age of 18. The TC aims to provide a safe, comfortable and welcoming environment for all.

"The TC recognises that different users require different levels of engagement with its holdings, which we endeavour to accommodate through our enquiry and request procedures and the provision of events and exhibitions on-site as well as loans to other local, national and international exhibitions."

The TC abides by the University of Bristol Health & Safety Policy and IT Security Policy.

3.2 Volunteers

3.2.1 Definition

A volunteer is a person who freely agrees to give their time and skills to support the activities of the Theatre Collection. Volunteers work within clearly defined roles to complement and enhance the activities offered by the service and to add value to the service already provided by paid staff. The role of the volunteer will always be complementary to that of paid staff and will never be a substitute for paid staff.

3.2.2 Volunteer target audiences

The TC's Volunteer Policy has been developed to begin delivering the aspirations of the Cultural Collections Audience Development Roadmap.

Key Audiences identified in the Roadmap are supported by volunteering at the Theatre Collection:

University students from the University of Bristol and other universities regionally, nationally and globally, who are engaging with the collections through curricula learning, research, volunteering and social and creative activities.

The TC provides, "Opportunities for **University Students** to play an active part and contribute to programmes and access to ... volunteering opportunities to develop work-based experience and employability."

Young Bristolians aged 14-24, “are provided with access to ... volunteering opportunities to develop work-based experience and employability”

Targeted Adult Groups have, “behind the scenes access and insight which helps build relationships and confidence of adult groups” and engaging social experiences that combat loneliness and contribute to personal wellbeing in an appealing and accessible way.

This will include offering opportunities to members of the UoB Theatre Collection Friends; this Policy recognises that volunteering forms part of the Articles of Association of the Friends of the TC.

Please note that this Volunteer Policy relates to those aged 18 and over. The Theatre Collection is unable to offer volunteer work for younger participants.

4. The Theatre Collection’s responsibilities to volunteers

- Volunteers will be treated fairly and with respect. They should expect to feel safe, supported and valued. They will be provided with the training, information and supervision they need.
- Volunteers will be treated in accordance with the University of Bristol’s Equality, Diversity & Inclusion Policy Statement (see <https://www.bristol.ac.uk/inclusion/governance-policy-and-guidance/edi-policy-statement/>).
- While undertaking tasks on behalf the Theatre Collection, volunteers will be covered by the insurance policies of the University of Bristol.
- The Theatre Collection’s responsibilities are detailed in the Volunteer Agreement which is signed by Theatre Collection staff and volunteers.

5. Volunteers’ responsibilities

- Volunteers will be expected to treat others with respect and in keeping with the University of Bristol’s Equality, Diversity & Inclusion Policy Statement (see <https://www.bristol.ac.uk/inclusion/governance-policy-and-guidance/edi-policy-statement/>).
- Volunteers will comply with the University of Bristol and Theatre Collection policies and procedures and will communicate effectively with staff and other volunteers.

- Volunteers' responsibilities are detailed in the Volunteer Agreement which is signed by Theatre Collection staff and volunteers.

6. Recruiting Volunteers

6.1 Recruiting procedures

The Theatre Collection welcomes enquiries from anyone who wishes to volunteer and will consider all those whose skills and expectations can be matched against appropriate defined tasks. To provide a meaningful experience, we will only accept volunteers for whom there are sufficient resources to provide appropriate management and support, and the facilities to ensure that their defined tasks can be undertaken effectively.

6.2 Applications and initial meeting

Prospective volunteers will be invited to attend an informal interview to discuss their interests and skills. This also provides the opportunity to discuss any potential access issues for which reasonable adjustments may need to be made.

6.3 Trial period

Volunteers undertake a month's trial period on a project, allowing them time to discover whether they feel comfortable in their role and also giving TC staff the chance to assess a volunteer's suitability.

6.4 Concluding the trial period and feedback

If the trial period has been satisfactory for both parties the volunteer can continue on the project. If it has not been satisfactory for either party the arrangement may be ended, and feedback will be provided on request. As long as the arrangement continues satisfactorily for both parties, the volunteer can continue working on the project until it is complete.

6.5 Waiting lists

Where it is not possible to offer an applicant an immediate volunteering opportunity, they can ask to be kept on a waiting list and will be informed if a vacancy becomes available.

VOLUNTEER AGREEMENT

The University of Bristol Theatre Collection welcomes and appreciates the contribution of volunteers. We are delighted to have you as a volunteer, and we hope that you will find volunteering with us an enjoyable and rewarding experience.

This volunteer agreement states our mutual expectations, so what you can expect from the Theatre Collection as a volunteer, and the Theatre Collection's expectations of our volunteers. All our volunteers are asked to sign this statement to ensure they have understood and agree to comply with the values stated.

What the Theatre Collection offers:

1. Volunteers will be treated fairly and with respect. They should expect to feel safe, supported and valued.
2. Volunteers will be provided with induction training on starting a project in line with the induction given to those who undertake work experience, student advocates, student ambassadors, internships and new staff. It will include:
 - a. Emergency evacuation procedures,
 - b. An introduction to other staff members and volunteers,
 - c. An introduction to and tour of the Theatre Collection spaces.
3. Volunteers will be provided with a clear description of the tasks involved in a project, and clear instructions (either in writing or verbally) explaining how tasks should be completed.
4. Volunteers will be provided with relevant information on any health and safety issues, data protection and information security.
5. While undertaking tasks on behalf the Theatre Collection, volunteers will be covered by the insurance policies of the University of Bristol. This includes Employer's Liability and Public Liability.
6. The Theatre Collection will undertake a risk assessment for all volunteer projects.
7. Volunteers will be provided with appropriate support and supervision and clear information about which member of staff to report to and seek assistance from.
8. Volunteers will be provided with a safe workspace with the appropriate equipment and facilities to carry out their tasks effectively.
9. Volunteers will be recognised and acknowledged for the work they do at the Theatre Collection.
10. Volunteers will be treated in accordance with the University of Bristol's Equality, Diversity & Inclusion Policy Statement (see <https://www.bristol.ac.uk/inclusion/governance-policy-and-guidance/edi-policy-statement/>).
11. Volunteers' personal information will be stored by the Theatre Collection in accordance with the University of Bristol's General Data Protection Regulation (GDPR) rules (see <https://www.bristol.ac.uk/secretary/data-protection/gdpr/>). Please tick this box if you would like your details to be added to the University of Bristol Theatre Collection mailing list for you to be sent updates about exhibitions and events. This information will not be shared with third parties.



What we expect from our Volunteers:

1. To treat other volunteers and staff fairly and with respect and in keeping with the University of Bristol's Equality, Diversity & Inclusion Policy Statement (see <https://www.bristol.ac.uk/inclusion/governance-policy-and-guidance/edi-policy-statement/>).
2. To arrive at the time agreed and sign the volunteer log sheet on arrival and departure.
3. Where possible to let the Theatre Collection staff know if you are not able to attend a planned session.
4. To comply with the University of Bristol and Theatre Collection policies and procedures (for example regarding emergency procedures, accident reporting, Health & Safety and copyright).
5. To let the project manager know if you have any issues or challenges around your task or volunteering environment.
6. To understand that your engagement as a volunteer is for a specific project and that your engagement will finish at the conclusion of that particular project.

Contact Details	Title	Name	
Address			
Email			
Tel			

Emergency Contact Details

Please provide details of someone we can contact in the unlikely event of an emergency

Name	
Tel	
Relationship to you	

Your Volunteer Role

Project	
Project Lead	
Start Date	
End Date	

Theatre Collection

Declaration

I understand the Terms and Conditions of this Volunteer Agreement as set out above.

Signed:

Date

Signed on behalf of the Theatre Collection

Signed:

Date:

Privacy Notice: With your consent we collect and process the personal information on this form in accordance with the General Data Protection Regulation, the Data Protection Act 2018 and our Statement of Purpose. The information is kept securely and we will not share the information with anyone else without your consent or unless the law allows us to do so.

ARCHIVE

MUSEUM

RESEARCH