

# **STREET LEVEL** PHOTOWORKS

## **Street Level Photoworks Volunteer Procedure**

The following procedure deals with the practical aspects for the successful involvement of volunteers within Street Level Photoworks.

### **Volunteer Agreements and Voluntary Role Outlines**

Volunteer agreements lay out what will be expected of the volunteer and what Street Level will provide. This will be for a limited time period e.g. six months. This document is not a contract. Each volunteering post will have an accompanying role outline, which describes duties and personal qualities necessary to fulfill the role.

### **Recruitment and Selection**

The recruitment of volunteers will be done in line with Street Levels Equal Opportunities Policy. Candidates will be invited to attend an informal meeting where their suitability for the volunteer role will be determined. In some cases a Disclosure Scotland check may apply.

### **Induction and training**

All volunteers will receive a formal organisational and technical induction, including dealing with the general public and darkroom protocol. Volunteers of four months or more may be eligible for additional training at the discretion of the Director.

### **Expenses**

All volunteers will have their travel and other expenses reimbursed. Volunteers working a minimum of five hours per day will be able to claim expenses for lunch.

### **Support**

All volunteers will have a named person as their main point of contact. They will be provided with regular feedback sessions where their future development can be discussed and any problems or challenges addressed.

### **Insurance/ Health and Safety**

All volunteers are covered by Street Levels insurance policy whilst they are on the premises or engaged in any work on the organisations behalf. Street Levels Health and Safety Policy covers volunteers.

### **The end of a volunteer agreement**

Each agreement will be for a set period of time. A new agreement may or may not be drawn up at the end of that time at the discretion of the Director. Either party can terminate a volunteer agreement at any time.