



# **WATERFORD SPRAOI CLG**

## **Volunteer Statement Policy**

**Date: 31.05.2023**

## **Policy Statement**

At Waterford Spraoi CLG our volunteers are a valued and important part of our festival. We therefore recognise that it is essential that we attract volunteers to our organisation to help us achieve our purpose and goals.

Appropriate support and supervision are provided to all volunteers to allow them to realise their full potential and have an enjoyable rewarding experience in their volunteer role with Waterford Spraoi CLG.

Waterford Spraoi CLG provide a volunteer recruitment process that is free of any unlawful discrimination. Waterford Spraoi CLG welcomes all members of the public who wish to volunteer, who can bring commitment and their availability which must align to their role as volunteer with Waterford Spraoi CLG.

## **Training and Development**

Before a volunteer commences their role, they will be invited to an induction meeting. As part of this induction meeting, the volunteer will be provided with a Volunteer Role Description. This specifies the volunteers' responsibilities and task throughout the festival in their role.

The volunteer will be given support information i.e., key contacts, volunteer supervisor information and production communication channels available.

The volunteer also has an opportunity to ask any questions about their volunteer role.

At the induction health and safety guidelines are discussed including any relevant risk assessments in respect to the volunteer role(s).

## **Volunteer Support**

Volunteers at Waterford Spraoi CLG will have access to support and supervision during their time volunteering with Waterford Spraoi CLG. Any difficulties that may arise will be dealt with in a fair, efficient, and open way in line with *Waterford Spraoi's CLG Grievance and Disciplinary Policies*.

All volunteers are given a point of contact who they can contact if they have any questions about their role or if any difficulties arise while carrying out their role.

## **Confidentiality and Data Protection**

Waterford Spraoi CLG respects the right to privacy and confidentiality of all our volunteers and prospective volunteers.

Any data received from volunteers while administering the festival will be done so in the accordance with the applicable data protection legislation including the General Data Protection Regulation. Any data collected will only be used for the purpose of the administration of the festival and there after destroyed as outlined in *Waterford Spraoi's Privacy Policy*.

## **CODE OF CONDUCT FOR VOLUNTEERS**

This code of conduct outlines and clarifies the conduct expected of all our volunteers at Waterford Spraoi CLG. The code of conduct is in place to keep everyone safe and to outline what Waterford Spraoi CLG considers to be acceptable and professional behaviour within the volunteer role.

### **Volunteers should be:**

- Treated with respect, dignity and understanding at all times.
- Given an induction, including health and safety information and any other information relevant to their role.
- Provided with a safe and friendly environment.
- Given the freedom to bring any concerns to their supervisor(s).
- Given all relevant communication links relevant to their role.
- Provided with an environment that is safe in every aspect of their volunteer role.

### **Volunteers should:**

- Fulfil their role as outlined at the induction and role description.
- Abide by Waterford Spraoi CLG policies and procedures as relevant to their role.
- Give suitable notice to their supervisor if unable to carry out their role at any given time.
- Show respect to other volunteers, Waterford Spraoi staff, festival performers and the general public attending the festival.