

STAFFORDSHIRE AND STOKE ON TRENT ARCHIVE SERVICE

VOLUNTEER POLICY

1. INTRODUCTION

- 1.1 The aim of the Staffordshire and Stoke on Trent Archive Service is to locate, collect and preserve archive collections relating to past and present life in the County of Staffordshire and the City of Stoke on Trent and to make these collections widely available and accessible for public use.
- 1.2 Volunteers, through the time, energy and skills which they provide, make a valuable contribution to the overall aims of the Archive Service. Equally volunteer working can also bring benefits to volunteers themselves by improving skills and confidence, developing interests and providing enjoyment and social interaction.
- 1.3 In the Staffordshire and Stoke on Trent Archive Service, volunteers are involved mainly in the production of catalogues, indexes or other types of finding aids, which will enhance public access to archive collections, or in preservation work on the collections, which can help to halt further deterioration.
- 1.4 The Archive Service recognises that collaboration with existing voluntary groups or the formation of groups for specific local projects can help us to engage more effectively with local communities and that specific locally-based volunteer projects can help communities to build and define a sense of place and belonging.

2. PURPOSE OF POLICY

The purpose of the Staffordshire and Stoke on Trent Archive Service in adopting this policy is:

- To acknowledge the value of the contribution made by volunteers to the work of the Archive Service and to widening participation in the community history of Staffordshire
- To establish clear principles for the involvement of volunteers with the Archive Service
- To clarify the role of volunteers and the relationship between volunteers and the Archive Service
- To confirm the commitment of the Archive Service to involving volunteers in its work
- To recognise the respective roles, rights and responsibilities of volunteers and the Archive Service

- To establish an appropriate framework for the recruitment and support of volunteers

The Staffordshire and Stoke on Trent Archive Service Volunteer Policy also supports Staffordshire's Local Area Agreement with specific reference to the National Indicators, NI6, participation in regular volunteering, and NI7, environment for a thriving third sector.

3. DEFINITIONS

- 3.1 A volunteer is defined as a person who carries out voluntary work on behalf of and agreed with the Staffordshire and Stoke on Trent Archive Service. The work is undertaken by choice and is unpaid.

4. STATEMENT OF PRINCIPLES

- 4.1 The Archive Service will make information about opportunities for volunteer working widely accessible, including through the various volunteer agencies operating in Staffordshire and Stoke on Trent.
- 4.2 The tasks, which are identified to be carried out by volunteers, will be clearly defined so that both Archive Service employees and volunteers are sure about their respective roles and responsibilities.
- 4.3 The Archive Service will keep a register of volunteers, details of which will not be disclosed to third parties, and will maintain records of the work carried out by volunteers.
- 4.4 Volunteer work will complement, not replace the work carried out by Archive Service employees.
- 4.5 Volunteers will have the opportunity to represent their views and concerns to the Archive Service.
- 4.6 The Archive Service will acknowledge publicly the contribution made by volunteers to the Service.
- 4.7 The product of any volunteer work carried out to assist the Archive Service will be considered to be the copyright of the Archive Service and the Archive Service will have the right to publish the product of any volunteer working in order to further its aim of improving access to collections.
- 4.8 This policy and the accompanying procedures relating to volunteer working will be reviewed every three years.

INDIVIDUAL VOLUNTEERS

5. RECRUITMENT AND SELECTION

- 5.1 The Staffordshire and Stoke on Trent Archive Service will adhere to the Equal Opportunities policies of both Staffordshire County Council and Stoke on Trent City Council, when recruiting and selecting volunteers.
- 5.2 We will make information about opportunities for volunteer working widely accessible, including information about actual tasks, required skills, commitment and time. This will be regularly reviewed.
- 5.3 Potential volunteers will be invited to a preliminary discussion with the Archivist (Access and Learning), Area Archivist or City Archivist prior to any volunteer work being offered. This provides an opportunity for informal assessment on both sides and for a consideration of possible options. The Archive Service reserves the right not to accept a volunteer or to terminate an arrangement.
- 5.4 The Archive Service may request references for volunteers where it is considered to be appropriate to do so.
- 5.5 No volunteer will be accepted for placement without reference to the Head of Archive Services.
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- 5.7 Wherever possible, the Archive Service will endeavour to match the individual skills and interests of the volunteer. However it may not always be possible to do this and in some cases it may not be possible to offer a placement because of insufficient accommodation within the Archive Service.
- 5.8 Once placed with the Archive Service, we will expect volunteers to comply fully with existing policies and procedures, including health and safety procedures.

6. RIGHTS AND RESPONSIBILITIES OF VOLUNTEERS

The Archive Service recognises the rights of volunteers to:

- Be given clear information and a full induction to the organisation and its procedures, including its health and safety procedures
- Work in safe working conditions
- Be insured

- Have a clear understanding of specified lines of supervision and support
- Receive the necessary training to perform allocated tasks
- Be free from any form of discrimination
- Ask for a reference to support future work applications
- Withdraw from voluntary working

The Archive Service expects that its volunteers will:

- Work within the agreed protocols and procedures of the Archive Service, Staffordshire County Council and Stoke on Trent City Council
- Follow the task remit within the guidelines provided
- Work at times agreed with the Archive Service and give advance notice of any variations
- Carry out specified tasks in a way which supports the aims, values and standards of the Archive Service
- Respect confidentiality
- Show courtesy to members of the Archive Service staff
- Attend training sessions where agreed

7. SUPPORT FOR VOLUNTEERS

- 7.1 The Archive Service will provide an induction to the Archive Service and the workplace, including written information about the health and safety procedures. A volunteer working risk assessment is in place at all the Archive Service premises.
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8. VOLUNTEER GROUPS

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- Be insured

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- 1.1 The aim of the Staffordshire and Stoke on Trent Archive Service is to locate, collect and preserve archive collections relating to past and present life in the County of Staffordshire and the City of Stoke on Trent and to make these collections widely available and accessible for public use.
- 1.2 Volunteers, through the time, energy and skills which they provide, make a valuable contribution to the overall aims of the Archive Service. Equally volunteer working can also bring benefits to volunteers themselves by improving skills and confidence, developing interests and providing enjoyment and social interaction.
- 1.3 In the Staffordshire and Stoke on Trent Archive Service, volunteers are involved mainly in the production of catalogues, indexes or other types of finding aids, which will enhance public access to archive collections, or in preservation work on the collections, which can help to halt further deterioration.
- 1.4 The Archive Service recognises that collaboration with existing voluntary groups or the formation of groups for specific local projects can help us to engage more effectively with local communities and that specific locally-based volunteer projects can help communities to build and define a sense of place and belonging.

2. PURPOSE OF POLICY

The purpose of the Staffordshire and Stoke on Trent Archive Service in adopting this policy is:

- To acknowledge the value of the contribution made by volunteers to the work of the Archive Service and to widening participation in the community history of Staffordshire
- To establish clear principles for the involvement of volunteers with the Archive Service
- To clarify the role of volunteers and the relationship between volunteers and the Archive Service
- To confirm the commitment of the Archive Service to involving volunteers in its work
- To recognise the respective roles, rights and responsibilities of volunteers and the Archive Service

- To establish an appropriate framework for the recruitment and support of volunteers

The Staffordshire and Stoke on Trent Archive Service Volunteer Policy also supports Staffordshire's Local Area Agreement with specific reference to the National Indicators, NI6, participation in regular volunteering, and NI7, environment for a thriving third sector.

3. DEFINITIONS

- 3.1 A volunteer is defined as a person who carries out voluntary work on behalf of and agreed with the Staffordshire and Stoke on Trent Archive Service. The work is undertaken by choice and is unpaid.

4. STATEMENT OF PRINCIPLES

- 4.1 The Archive Service will make information about opportunities for volunteer working widely accessible, including through the various volunteer agencies operating in Staffordshire and Stoke on Trent.
- 4.2 The tasks, which are identified to be carried out by volunteers, will be clearly defined so that both Archive Service employees and volunteers are sure about their respective roles and responsibilities.
- 4.3 The Archive Service will keep a register of volunteers, details of which will not be disclosed to third parties, and will maintain records of the work carried out by volunteers.
- 4.4 Volunteer work will complement, not replace the work carried out by Archive Service employees.
- 4.5 Volunteers will have the opportunity to represent their views and concerns to the Archive Service.
- 4.6 The Archive Service will acknowledge publicly the contribution made by volunteers to the Service.
- 4.7 The product of any volunteer work carried out to assist the Archive Service will be considered to be the copyright of the Archive Service and the Archive Service will have the right to publish the product of any volunteer working in order to further its aim of improving access to collections.
- 4.8 This policy and the accompanying procedures relating to volunteer working will be reviewed every three years.

INDIVIDUAL VOLUNTEERS

5. RECRUITMENT AND SELECTION

- 5.1 The Staffordshire and Stoke on Trent Archive Service will adhere to the Equal Opportunities policies of both Staffordshire County Council and Stoke on Trent City Council, when recruiting and selecting volunteers.
- 5.2 We will make information about opportunities for volunteer working widely accessible, including information about actual tasks, required skills, commitment and time. This will be regularly reviewed.
- 5.3 Potential volunteers will be invited to a preliminary discussion with the Archivist (Access and Learning), Area Archivist or City Archivist prior to any volunteer work being offered. This provides an opportunity for informal assessment on both sides and for a consideration of possible options. The Archive Service reserves the right not to accept a volunteer or to terminate an arrangement.
- 5.4 The Archive Service may request references for volunteers where it is considered to be appropriate to do so.
- 5.5 No volunteer will be accepted for placement without reference to the Head of Archive Services.
- 5.6 The Archive Service and the volunteer will enter into a service agreement, which sets out what the volunteer can expect from the Service and what the Service hopes to gain from the volunteer.
- 5.7 Wherever possible, the Archive Service will endeavour to match the individual skills and interests of the volunteer. However it may not always be possible to do this and in some cases it may not be possible to offer a placement because of insufficient accommodation within the Archive Service.
- 5.8 Once placed with the Archive Service, we will expect volunteers to comply fully with existing policies and procedures, including health and safety procedures.

6. RIGHTS AND RESPONSIBILITIES OF VOLUNTEERS

The Archive Service recognises the rights of volunteers to:

- Be given clear information and a full induction to the organisation and its procedures, including its health and safety procedures
- Work in safe working conditions
- Be insured

- Have a clear understanding of specified lines of supervision and support
- Receive the necessary training to perform allocated tasks
- Be free from any form of discrimination
- Ask for a reference to support future work applications
- Withdraw from voluntary working

The Archive Service expects that its volunteers will:

- Work within the agreed protocols and procedures of the Archive Service, Staffordshire County Council and Stoke on Trent City Council
- Follow the task remit within the guidelines provided
- Work at times agreed with the Archive Service and give advance notice of any variations
- Carry out specified tasks in a way which supports the aims, values and standards of the Archive Service
- Respect confidentiality
- Show courtesy to members of the Archive Service staff
- Attend training sessions where agreed

7. SUPPORT FOR VOLUNTEERS

- 7.1 The Archive Service will provide an induction to the Archive Service and the workplace, including written information about the health and safety procedures. A volunteer working risk assessment is in place at all the Archive Service premises.
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8. VOLUNTEER GROUPS

- 8.1 Where appropriate, the Archive Service will seek to engage with and encourage local community groups or organisations to help to deliver volunteer projects. Before the commencement of any activity, the overall aims, the task remit, methodology and outcomes of the project will be clearly discussed and defined between the Head of the Archive Service and the relevant group.
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9. RELATIONSHIP WITH ARCHIVE SERVICE EMPLOYEES

- 9.1 The Archive Service will endeavour to ensure that good working relationships are fostered between its employees and volunteers.
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- 9.3 Volunteers should recognise that staff have many and varied duties and might not always be able to give volunteers their immediate attention.
- 9.4 The roles of volunteers and paid staff will be clearly defined, complementary and mutually supportive.
- 9.5 In the event of any industrial action, volunteers will not be requested to carry out the work of Archive Service employees. They may continue with their regular duties, provided that adequate supervision can be made available, but will not be asked to undertake additional work.

10. VOLUNTEER SERVICE AGREEMENTS

- 10.1 The purpose of entering into a service agreement is to ensure that the role of volunteers is clear, that satisfactory arrangements are in place for their management and that the impact and benefits of volunteering are acknowledged.

11. RESPONSIBILITY AND REVIEW

- 11.1 The overall responsibility for the implementation, monitoring and review of this policy rests with the Head of Archive Services.
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August 2009

STAFFORDSHIRE AND STOKE ON TRENT ARCHIVE SERVICE

VOLUNTEER POLICY

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- To establish an appropriate framework for the recruitment and support of volunteers

The Staffordshire and Stoke on Trent Archive Service Volunteer Policy also supports Staffordshire's Local Area Agreement with specific reference to the National Indicators, NI6, participation in regular volunteering, and NI7, environment for a thriving third sector.

3. DEFINITIONS

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