

Bradford Arts Centre

VOLUNTEER POLICY

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1. About Bradford Arts Centre

Bradford Arts Centre is a performance space, meeting place and creative home that spotlights the city's brilliant culture, set in the historic heart of Bradford City centre.

We're here for everyone. Whether you're taking time out, exploring your creativity, developing new work, or seeing exceptional South Asian dance and contemporary performance – Bradford Arts Centre is a space for you.

2. Purpose of our Volunteer Policy

Our Volunteer Policy has been created to show our volunteers and potential volunteers that we have spent time and care in planning how volunteers will be welcomed at Bradford Arts Centre. It also outlines how all volunteers will be treated in a fair and consistent way. It should also help our volunteers understand what support is available to them and what they can expect from us.

3. Our Vision and Mission for Volunteering

We believe volunteering is a great way to share your enthusiasm, skills and ideas whilst having fun and meeting like-minded people. By volunteering for Bradford Arts Centre, you will be making a positive contribution to our beneficiaries.

Volunteers are vital to what we do.

4. Volunteer Recruitment

We have a range of opportunities for volunteers to get involved in. On our website you can read through our volunteer role profiles. All you need to do then is to complete our short Volunteer Application Form. Alternatively, you can call us, or request to meet in person, to enquire about becoming a volunteer.

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

Your help will be greatly appreciated and really will make a difference.

5. DBS Checks

Some volunteer roles will require a DBS check to inform Bradford Arts Centre of any criminal convictions that a person wishing to volunteer may have. For example, any volunteer position which involves regulated activity with children or vulnerable adults will be subject to a DBS check.

6. Induction and Training

It doesn't matter how much you already know, as there will be opportunities to learn and we have roles to suit every level of expertise.

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

- information about Bradford Arts Centre our vision, mission and future plans.
- volunteer role(s) available.
- an introduction to other volunteers and staff.
- a tour around our facilities to see some of our activities.

- a copy of all our relevant policies, including this one.
- essential procedures such as timekeeping, rotas and communication.
- information about training and ongoing learning opportunities.

7. Support

Our Volunteer Co-ordinator will offer support to you – this may be the same person who supervises you, and they will remain your key contact throughout your volunteering with Bradford Arts Centre. Their support will include regular meetings with you to discuss how you are getting on, any training needs you may have, and to deal with issues arising. This will also ensure that Bradford Arts Centre is doing all it can to make your volunteering experience an enjoyable and meaningful one.

8. Recognising Volunteers

We find any opportunities we can to praise the achievements of our volunteers, including on our website, social media platforms and in our annual reviews, with local and national press, and at our board and staff meetings.

9. Expenses

We value our volunteers and want to ensure there are no barriers to volunteering with us. All reasonable out-of-pocket expenses will be reimbursed, if required, including expenses for travel. To claim expenses, an Expenses Form must be completed, and valid receipts provided; these should be handed in to the Volunteer Co-ordinator.

10. Insurance, Health and Safety, Accidents and Risk Assessment

Bradford Arts Centre holds comprehensive, up to date insurance so volunteers are covered by our Public Liability insurance. It covers the volunteering activities you will be doing. We will keep reminding you of our Health and Safety Policy and give simple instructions on how to perform each task safely. We have clear procedures for accidents and emergencies and will always have a first aider on site.

11. Resolving Problems

We hope that you have a very enjoyable experience volunteering with us. However, if your role as a volunteer does not meet your expectations, or the commitments we have made to you, we want you to feel comfortable about letting us know. First, talk to the person who leads the team where you volunteer, and they should be able to sort it out with you before it becomes a problem. If you do not feel this will resolve things, you can speak to another relevant person within the organisation.

12. Confidentiality

We expect all volunteers to adhere to confidentiality guidelines which will be explained to you before you begin volunteering with us – this also includes use of social media, photos and contact with the press.

13. Equality, Diversity and Inclusion

Bradford Arts Centre is committed to embracing diversity and promoting equality and inclusion. When representing Bradford Arts Centre as a volunteer we expect you to support our commitment to promoting equality.