



Registered Charity No: 1037650

# ***Being a FOSYM Volunteer***

## **WELCOME**

Thank you for showing an interest in being a FOSYM volunteer.

Volunteers bring new ideas and creativity to the Charity. They believe in its purpose, enhance its work, and demonstrate loyalty and commitment to the Charity's mission to extend the benefits of a musical education.

This Policy outlines the principles for volunteering with FOSYM and reflects the hopes and intentions of the volunteers and the Charity. It is not contractually binding in any way on either party.

## **FOSYM: THE CHARITY**

The Charity was established more than 15 years ago and its activities have included fund-raising in order to support grants and awards, and helping at musical performances by County Groups and in County-wide musical competitions for young people. Currently our activity is closely involved with the work of the Entrust music service and other partners in the Staffordshire and Stoke on Trent Music Education Hub.

The Charity is a membership organisation with currently some fifty members. It is managed by volunteers, some of whom are also Trustees from whom are drawn the Chair, Secretary and Treasurer. The Charity holds an Annual General Meeting and presents a report and accounts both to members and to the Charity Commission.

FOSYM relies on voluntary funding and donations as well as on the practical help of volunteers. The Charity is very grateful for the support it receives and would like to thank you in advance for your assistance.

**If the rest of this document sounds rather legalistic it is simply that we need to try to answer any questions volunteers may have as well as making things as clear as we can to the teachers, parents and children whom we seek to support.**

## **RECRUITMENT**

The Charity encourages involvement by volunteers from all sections of the community (see our equal opportunities and diversity statement, below). However all the work in which the Charity is engaged is related to the musical education of young people below the age of nineteen. When recruiting volunteers or engaging in any activity, the Charity must protect its own interests and those of the young people it seeks to support. It must therefore always be satisfied that volunteers possess appropriate personal attributes and abilities and would be suitable to represent the Charity in that role. The Trustees reserve the right to decline any offers of volunteering and to request references from an approved third party.

Volunteers are not acting in *loco parentis* since staff of Entrust or other hub partners will always be present. Volunteers should at no time be alone with children or accept responsibility for them. Volunteers will not be expected to have a Disclosure and Barring Service check. FOSYM does not require this and the professional partners with whom we collaborate will be aware that children's safeguarding remains their responsibility.

## **INDUCTION AND SUPPORT**

New volunteers will be made to feel welcome and will be provided with the relevant information they need to carry out the role successfully. On commencement of an event or task, volunteers will receive specific induction as required.

There will be a dedicated volunteer co-ordinator available at all events.

## **EXPENSES**

All volunteers accept the tasks at their own expense. Where possible, potential expenses which may be incurred will be outlined on 'request for help' letters and emails. These may include the cost of travel to an event, car parking and the need to provide personal refreshments.

## **HEALTH AND SAFETY**

FOSYM is committed to the health and safety of volunteers. Risk Assessments are available for all events through the staff in charge, and are acted on for the safety of volunteers, children and other adults. Volunteers will be informed of any additional risks in order to remain safe, and they will be expected to remember their duty of care to others, and not to act in a way that may endanger others.

## Friends of Staffordshire's Young Musicians

It is the Charity's intention to ensure volunteers do not continue beyond a point where volunteering may affect their own or other people's health and safety. Therefore they may decide it would be necessary to reduce or cease their volunteer contribution.

We know that performance activities involving large numbers of children can sometimes seem daunting. If you have any concerns about anything, please talk immediately with the designated volunteer co-ordinator or any other member of staff present.

### **CONFIDENTIALITY**

All volunteers are expected to abide by the Data Protection Act 1984 and to maintain confidentiality of all information to which they may have access as part of their role.

It may be helpful for volunteers, at specific events, to share contact numbers. This shall only be with the permission of the volunteers concerned.

The unauthorised use or disclosure of personal information is a criminal offence. In particular volunteers must not enquire into nor pass on personal information about individual children.

### **INSURANCE**

All volunteering activities are accepted at volunteers' own risk although events are always in public venues and would be covered through Public Liability Insurance.

### **EQUAL OPPORTUNITIES AND DIVERSITY**

FOSYM operates an equal opportunities and diversity policy for both staff and volunteers and believes that no-one should be treated less favourably than anyone else because of their gender, marital status, sexual orientation, social class, race, ethnic origin, religious belief or disability.

We are committed to diversity in all areas of our work and believe that we can learn from diverse cultures and perspectives

### **RESOLVING PROBLEMS**

Any problem should be dealt with as quickly as possible by the volunteer co-ordinator, a member of staff (if the problem occurs at an event) or a FOSYM Trustee.

If the issue cannot be immediately resolved, FOSYM has a Complaints Policy to which the volunteer should refer.

## **THE RESPONSIBILITIES OF FOSYM**

- Match the needs of the Charity with the skills, knowledge, experience and motivation of the volunteer
- Recognise that successful volunteer involvement should incorporate the individual's motivation, aspirations and choices
- Ensure that volunteers receive appropriate information and support to carry out their roles
- Ensure that volunteers have access to a member of the employed staff of the music service or schools for support and guidance
- Respect volunteers, listen and learn from what they have to say implementing a friendly and supportive atmosphere, aiming to make volunteering enjoyable
- Try to resolve fairly any complaints or problems

## **OUR EXPECTATIONS OF VOLUNTEERS**

- Report to the volunteer co-ordinator or a member of the music service staff if they are unable to carry out the duty they have volunteered to do
- Maintain and uphold the good name and reputation of the Charity
- Aim for high standards of efficiency, reliability and quality in all aspects of their contribution
- Respect the needs for confidentiality whenever they have access to restricted Charity information
- Co-operate with the volunteer team, listen and learn from what they have to say, and achieve the aims of the Charity
- Take reasonable care of their own health and safety whilst volunteering, and that of others who may be affected