



VOLUNTEER POLICY – Version 2.0 September 2022

WELCOME – and thank you for showing an interest in being a volunteer with the Friends of Staffordshire's Young Musicians.

Volunteers bring their skills and experience to the Charity. They believe in its purpose, enhance its work, and demonstrate loyalty and commitment to the Charity's mission to promote the benefits of a musical education and enable young people to reach their full potential musically, especially in circumstances where finance is a barrier.

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 was established over 30 years ago. Its activities include

- fund-raising in order to support grants and awards,
- helping at musical performances organised by Entrust Music Service Staffordshire including the prestigious Staffordshire Young Musicians of the Year Competition

The Charity is a membership organisation managed by volunteer Trustees. 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 the practical help of its volunteers.

1: What do I have to do as a FOSYM Volunteer?

The Charity encourages involvement by volunteers from all sections of the community.

Volunteers actively promote the charity through dialogue and leaflets, encourage membership and help with a range of supportive tasks as required on the day

New volunteers are made to feel very welcome and will be provided with the relevant information they need to carry out their role successfully. Volunteers can do as much or as little volunteering as they wish to suit their availability.

2: Becoming a FOSYM Volunteer

When recruiting volunteers, or engaging in any activity, Trustees must protect the interests of the Charity, those of the young people it seeks to support and the individuals who give their time as volunteers.

FOSYM should therefore always be satisfied that volunteers possess appropriate personal attributes and abilities and would be suitable to represent the Charity in that role. The work in which the Charity is engaged is related to the musical education of young people below the age of nineteen. However, volunteers have no direct responsibility for the young people at events.

To safeguard the Charity, young people and individuals, Volunteers are expected to:

- become members of FOSYM (the annual membership fee is £10) and give full contact details, including emergency contact
- where necessary, have a DBS check which can be organised through the Music Service free of charge
- abide by FOSYM Safeguarding Policy, Data Privacy Policy and Equal Opportunities Policy

On commencement of an event or task, volunteers will receive specific instruction as required. A named dedicated volunteer co-ordinator is available at all events. This may be a Trustee or a member of the organisation with responsibility for the event.

All volunteers accept the tasks at their own expense, although reasonable expenses such as car parking at some events will be considered.

FOSYM is committed to the health and safety of volunteers.

- Risk Assessments for the safety of young people, volunteers and other adults present are organised by those with responsibility for the event. Volunteers are provided with those parts of the risk assessment that are appropriate to their work at the event.
- Volunteers are expected to remember their duty of care to others and not to act in a way that may endanger others.
- The contact details of the volunteer co-ordinator or staff member in charge will be provided so that Volunteers can talk over any concerns at any time.

Volunteering with FOSYM is very enjoyable and Volunteers get satisfaction from knowing that they are supporting a very worthy activity in the lives of young people

Our Policies and more information are given below - please do take time to read them through before firmly committing yourself to the role.

Thank You and we look forward to welcoming you as a member of the Team!

FOSYM SAFEGUARDING POLICY

FOSYM understands that safeguarding is the responsibility of everyone involved with young people and as such has the following guidelines for volunteers;

If a child should disclose to you that they do not feel safe

- Listen but do not promise confidentiality
- Do not give an opinion
- Reassure the child that they have done 'the right thing' in speaking to you
- Do not examine or take photos of any injuries
- Do not investigate the situation yourself
- Ensure the young person is safe (eg with you or another trusted adult) then report the matter **Immediately**
- Inform the named volunteer co-ordinator or /and staff member from the organisation with responsibility for the event.
- In a medical emergency always call 999

FOSYM DATA PRIVACY

All volunteers are expected to abide by the Data Protection Act 2018 and to maintain confidentiality of all information to which they may have access as part of their role.

The unauthorised use or disclosure of personal information is a criminal offence.

- It may be helpful for volunteers, at specific events, to share contact numbers. This shall only be with the consent of the volunteers concerned.
- Volunteers must not enquire into, nor pass on, personal information about individual children.
- FOSYM holds basic information for Volunteers including: Name, Address, Contact Telephone Numbers, Email Address, Emergency Contact Number, DBS Number and date of DBS check.
- FOSYM has a Data Privacy Policy to which volunteers should refer. It can be found on the website FOSYM.org – or request a copy.

INSURANCE

All volunteering activities are accepted at volunteers' own risk although events are always in public venues and would be covered through the Public Liability Insurance of the organisation with responsibility for the event.

EQUAL OPPORTUNITIES AND DIVERSITY

FOSYM operates an equal opportunities and diversity policy for 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

THE RESPONSIBILITIES OF FOSYM

FOSYM will:

- match the needs of the Charity with the skills and experience of the volunteer
- recognise that successful volunteer involvement is through motivation
- ensure that volunteers receive appropriate information and support to carry out their role
- ensure that volunteers have access to a member of the employed staff of the music service or schools for support and guidance
- respect volunteers and listen and learn from what they have to say
- implement a friendly and supportive atmosphere, aiming to make volunteering enjoyable
- Inform the volunteer of events and timings in good time and what will be required of them on the day.
- resolve fairly any complaints or problems

THE CHARITY'S EXPECTATIONS OF VOLUNTEERS

Volunteers are expected to:

- maintain and uphold the good name and reputation of the Charity and the organisation with responsibility for the event.
- have a flexible approach towards volunteering activities
- aim for high standards of efficiency, reliability and quality in their contribution.
- respect the needs for confidentiality in line with the Privacy Policy of the Charity
- learn from the volunteer team to achieve the aims of the Charity
- take care of their own health and safety as well as that of others when volunteering
- report in good time to the Trustee volunteer co-ordinator if they are unable to carry out the duty they have volunteered to do.

Patrons:

Tasmin Little OBE, Dougie Boyd, Yvonne Howard. Mrs Margaret Hassall BEM, Andrew Worrall MA, FRSA