

# Volunteering Policy

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Hull History Centre is a partnership between Hull City Council and the University of Hull. The City Council's obligations to the partnership are administered and delivered on its behalf by Hull Culture & Leisure Ltd a wholly owned Hull City Council company. The partners aim to provide a seamless service to stakeholders and the following should therefore be read as applying to both partners unless otherwise stated.

## 1. Introduction

It is recognised and accepted that each partner will have slightly different approaches to volunteering as defined by the strategic aims and objectives of the individual services and their parent organisations. The purpose of this policy is to provide an overarching statement of the Hull History Centre's general position on volunteering, bringing together the separate documentation of each of the partners.

We are defining volunteers as persons who are unpaid and give up their time freely to undertake activities which are defined and managed by Hull History Centre staff. Some aspects of the scope of volunteers may vary between the partners of the Hull History Centre Partnership.

## 2. Statement of Principles

- i. The work of the volunteers is an important contribution towards the Hull History Centre's strategic aims and objectives
- ii. Volunteers will be recruited in line with the partner institutions volunteer recruitment procedures
- iii. Volunteering should provide individuals with opportunities to develop and expand their skills and their knowledge
- iv. Volunteering is not a substitute for the appointment of paid employees with required skills, knowledge and qualifications
- v. Volunteers will work under the supervision of Hull History Centre staff, they will be given appropriate training where necessary to complete tasks and given opportunities to discuss any concerns or issues with supervisors
- vi. Volunteers will adhere to partners' codes of conduct which will be given to them as part of their induction to working at the History Centre
- vii. Anything created or produced by anyone volunteering at or for the Hull History Centre will be the copyright of the Hull History Centre and constituent partners unless previously agreed otherwise by the City Archivist or the University Archivist
- viii. The efforts and work of volunteers will be acknowledged in publicity work undertaken by the Hull History Centre and constituent partners

### **3. Monitoring and Evaluation**

- i. Policy and documentation are to be regularly reviewed and monitored to ensure they are clear, objective and consistent with the activities of all parties involved in the Hull History Centre Partnership
- ii. Maintenance of statistics and paperwork relating to volunteering will be undertaken separately by each of the parties involved in the History Centre Partnership in accordance with their individual policies and requirements

### **4. Review**

This policy will be reviewed every two years.

Last updated: 23 October 2018

To be reviewed October 2020