



Bright Sparks Theatre Arts Company

A Community Interest Company (C.I.C.)

Established 2013

Bright Sparks Theatre Arts CIC

Volunteer Policy

1. Purpose

Bright Sparks Theatre Arts CIC values the contribution volunteers make to supporting learning disabled adults through drama, acting, performance and community engagement activities.

This policy outlines how volunteers will be recruited, supported and managed to ensure a safe and positive experience for everyone involved.

2. Scope

This policy applies to all volunteers working on behalf of Bright Sparks Theatre Arts CIC.

3. Our Commitment to Volunteers

We will:

- Provide a welcoming and inclusive environment.
- Treat volunteers fairly and with respect.
- Provide appropriate induction and training.
- Offer guidance and support appropriate to the volunteer role.
- Ensure volunteers understand safeguarding responsibilities.
- Provide opportunities for personal development where possible.

4. Recruitment

Volunteers may be recruited through:

- Community networks.
- Local organisations.
- Educational institutions.
- Social media and promotional activities.

Where appropriate, references and Disclosure and Barring Service (DBS) checks may be required before volunteering begins.

5. Induction and Training

Volunteers will receive information relevant to their role, including:

- The aims and values of Bright Sparks Theatre Arts CIC.

- Safeguarding responsibilities.
- Health and Safety procedures.
- Equality, Diversity and Inclusion principles.
- Confidentiality and Data Protection requirements.

6. Volunteer Responsibilities

Volunteers are expected to:

- Act professionally and respectfully.
- Follow organisational policies and procedures.
- Maintain confidentiality.
- Promote inclusion and equality.
- Report safeguarding or safety concerns immediately.
- Treat participants, families, carers and colleagues with dignity and respect.

7. Expenses

Where funding allows, reasonable pre-approved volunteer expenses may be reimbursed in accordance with organisational procedures.

8. Supervision and Support

Volunteers will have access to appropriate support and supervision from a Director or designated representative.

Concerns or difficulties should be raised as soon as possible.

9. Ending a Volunteer Placement

Volunteers may end their involvement at any time by notifying the organisation.

Bright Sparks Theatre Arts CIC reserves the right to end a volunteer placement where:

- Policies or procedures are breached.
- Conduct is inappropriate.
- Safeguarding concerns arise.
- The volunteer role is no longer required.

10. Insurance

Volunteers acting within their agreed role and responsibilities will be covered by the organisation's relevant insurance policies.

11. Monitoring and Review

This policy will be reviewed annually.