



Volunteer Policy/ Agreement

As a volunteer with Carlisle Dance Academy you can expect:

- To be involved with an organisation that is dedicated to promoting dance
- A supportive and positive environment that ensures you enjoy your volunteering
- Opportunities to influence the development of dance
- To be treated with respect and courtesy
- To be treated fairly regardless of gender, sexual orientation, age, parental or marital status, disability, religion, colour, race, ethnic or national origins, or socio/economic background
- An induction and opportunities to undertake appropriate training
- A named contact for support
- Relevant and up to date information and advice
- Recognition and thanks
- Reimbursement of any reasonable out-of-pocket expenses incurred in the course of your volunteering
- Equal opportunities
- Adequate public liability insurance
- Respect to your right to privacy and that of your contacts

In return we ask that you:

- Support our aims and objectives
- Remember that you are a representative of Carlisle Dance Academy
- Reach a shared understanding with us summarising your role and commitment
- Are open and honest in your dealings with us
- Treat pupils, fellow volunteers and staff with courtesy and respect
- Ask for advice in any situation you are unsure of
- Do not undertake any activity which you feel is not within your capabilities
- Maintain a high level of confidentiality at all times. All pupil information, both formal and informal, is confidential. Pupil's development, progression, performance or any other personal information regarding pupils must not be discussed with parents or any member of the public. These discussion must only take place between members of staff. If you are unsure please ask.
- Photographs and filming of children is strictly forbidden.
- Do not place yourself in a position of vulnerability. You should never be left with a child in a 1 to 1 situation.
- Are always working alongside a member of staff and should never be left alone with a class due to insurance and liability.
- Let us know if you wish to change the nature of your contribution
- Let us know if we can improve the service and support that you receive

Please sign below to show that you have both read the document above and understand this policy.

Pupils on placement/volunteer name _____

Date Started _____

Date finish _____

Signed _____

Member of staff signature _____