



1.0 Purpose

- 1.1 This procedure outlines the way in which Wessex Archaeology works with and provides opportunities for volunteers.
- 1.2 The purpose of the document is to ensure the health, safety and welfare of individuals who have chosen to volunteer their time and services to Wessex Archaeology. This procedure defines the principles and practices that Wessex Archaeology staff will follow in the appointment, management and support of volunteers.

2.0 Responsibilities

- 2.1 Company responsibility
 - 2.1.1 It is the responsibility of Wessex Archaeology to provide safe working conditions for volunteers to undertake authorised tasks. Wessex Archaeology must also provide appropriate equipment and training for the tasks.
 - 2.1.2 It is the responsibility of Wessex Archaeology to provide adequate supervision and support for volunteers, as well as clear guidelines about what is and what is not expected of them.
 - 2.1.3 It is the responsibility of Wessex Archaeology to ensure that volunteers are recruited to enhance a service, not to replace paid staff.
- 2.2 Volunteer responsibility
 - 2.2.1 It is the responsibility of the volunteer to carry out all reasonable tasks assigned to them to the best of their ability and in a way that reflects the aims and values of the organisation.
 - 2.2.2 It is the responsibility of the volunteer to work within the agreed guidelines and comply with the organisation's policies and procedures.
 - 2.2.3 It is the responsibility of the volunteer to respect the work of the organisation and not bring it into disrepute.

3.0 Definitions and Information

- 3.1 Volunteer
 - 3.1.1 A volunteer is a person who puts their time, knowledge and skills at the disposal of the organisation without expectation of financial reward.
- 3.2 Volunteer Mentor
 - 3.2.1 A volunteer mentor is the immediate line manager of a volunteer or group of volunteers. Mentors are responsible for inducting, supervising and supporting their volunteers. Volunteers should report to their mentor if they require guidance or are experiencing concerns.



4.0 Health and Safety

- 4.1 Volunteers will be designated as employees for the purpose of Health and Safety legislation and will be provided with the same health, safety and welfare protection given to all staff (see Wessex Archaeology Health and Safety policy).
- 4.2 A risk assessment will be undertaken or approved by the SH&E Manager before volunteer work commences. The risk assessment will take into account the volunteers' lack of experience and lack of awareness of potential risks.
- 4.3 Volunteers under the age of 18 will be subject to the instructions and restrictions set out in the Wessex Archaeology Young People policy.

5.0 Instructions

5.1 Recruitment

- 5.1.1 Volunteer roles will be advertised via appropriate means that take into account Wessex Archaeology's Equal Opportunities and Diversity policy.
- 5.1.2 Volunteer roles will be open to anyone aged 16 years or over irrespective of race, gender, sexuality, disability or faith.
- 5.1.3 The skills, needs and qualities of volunteers will be taken into account when deciding if they are suitable for a placement, and which tasks they are able to undertake.

5.2 Induction and training

- 5.2.1 An induction will be prepared and delivered by the volunteer mentor (see section 5.3.1). This will include:
 - a) The role of the volunteer
 - b) An introduction to Wessex Archaeology
 - c) Facilities information
 - d) Health and Safety procedures
 - e) Protocols and guidelines as appropriate
 - f) Training availability and procedures
 - g) Other information as appropriate
- 5.2.2 The Wessex Archaeology induction forms HR-F-007-001-A will also be used to ensure induction information is recorded for monitoring purposes. Any information given will be kept confidential and accessible by the HR department, though the Outreach officer will have some access to the volunteer agreements for safety purposes as they contain information which might be needed to be accessible after working hours.
- 5.2.3 Wessex Archaeology will provide any necessary training required to meet the responsibilities of the role.
- 5.2.4 Volunteers will be required to complete a Volunteer Agreement form. This form is not a legally binding contract.
- 5.2.5 A criminal records check with the Disclosure and Barring Service will be



made for each volunteer if appropriate.

5.3 Supervision and support

5.3.1 Each volunteer will be assigned a volunteer mentor to whom they should report if they require guidance or are experiencing concerns.

5.3.2 Volunteer mentors will make themselves available to their volunteers to provide opportunities to discuss any problems or issues that may arise.

5.3.3 The volunteer mentor and other staff where appropriate will provide the necessary supervision and support to enable the volunteers to carry out their tasks competently.

5.4 Discipline and grievance

5.4.1 Volunteers will not be subject to Wessex Archaeology Disciplinary and Grievance procedure.

5.4.2 Volunteers will be entitled to raise grievances with their volunteer mentor in the first instance and with a senior member of staff if not resolved.

5.4.3 Where appropriate, the role and placement of a volunteer may be terminated immediately by Wessex Archaeology. In all cases the volunteer will be entitled to an explanation of the decision and action taken.

5.5 Expenses

5.5.1 Volunteers will be entitled to reasonable travel expenses if agreed in advance with their volunteer mentor and in accord with Wessex Archaeology Expenses policy.

5.6 Insurance

5.6.1 Wessex Archaeology will provide adequate personal injury, professional and public liability insurance cover for volunteers who are undertaking work that is approved and authorised by the organisation.

5.7 Confidentiality

5.7.1 All volunteers are required to maintain confidentiality in line with the organisation's Confidentiality policy; any breach of confidentiality could, after investigation, result in the volunteer's placement being terminated.

6.0 Forms and Records

6.1 Volunteer/work experience Agreement HR-F-025-001-A

6.2 Induction form HR-F-007-001-A

7.0 Related Documents

7.1 Health and Safety policy



- 7.2 Equal Opportunities and Diversity policy HR-P-004-A
- 7.3 Confidentiality policy
- 7.4 Expenses Policy
- 7.5 Young People Policy –HR-P-026-A
- 7.6 Young People Procedure-HR-PR-026-A

8.0 Revisions

Revision	Date	Section	Paragraph	Summary of change	Authorized by
A				Initial issue	