



Volunteers

Scope

The scope of the Volunteers Policy applies to all Wessex Archaeology employees across all our offices and operational sites.

Contractors, consultants or suppliers who are Wessex Archaeology's agents or who are working on its behalf or in its name, through outsourcing of services, processes or any business activity, will be required to act consistently with this policy. This policy does not apply to staff employed by Wessex Archaeology's partners and working directly for clients.

Policy statement

The purpose of the policy is to ensure the health, safety and welfare of individuals who have chosen to volunteer their time and services to Wessex Archaeology. This policy defines the principles and practices that WA staff will follow when working with or providing opportunities for volunteers.

The aims of the policy are to:

- Provide information and instruction to staff on the appointment, management and support of volunteers;
- Provide volunteers with clear guidelines about what is and what is not expected of them;
- Ensure that volunteers are provided with a safe and suitable working environment;
- Ensure that volunteers are recruited to enhance a service, not to replace paid staff.