



Working with Volunteers Policy

Volunteers are a valuable resource for CCI and we will work carefully to ensure they are appropriately recruited, briefed and supported for the work they will be involved in, in line with the CCI Code of Conduct and current safeguarding policy.

All volunteers will have their acknowledgment of acceptance of all relevant policies recorded.

1. For public events: volunteers will not need to have an enhanced DBS Check, but will be asked to provide one reference.
2. For workshops and events and projects taking place within schools and other educational establishments: volunteers will need to have an enhanced DBS Check which includes the barred children's register, in addition to providing one reference.

For these two categories above, volunteers will be given a written briefing outlining their role and CCI's responsibilities to them, to include code of conduct, guide to workshops, payment of expenses, and risk assessment.

3. For any volunteers involved in setting up and taking down for events, such as the forest and soundscape no reference or enhanced DBS check is required. These volunteers will be given a written briefing explaining their role and any safety issues they need to be aware of.

All volunteers to be thanked after each event in writing.