

Volunteer Policy – Harwich Festival

Last updated: January 2026

Harwich Festival values the contribution made by volunteers and is committed to providing a positive, supportive and inclusive volunteering experience. This policy outlines how we work with volunteers and what volunteers can expect from us.

1. Purpose of volunteering

Volunteers support the delivery of Harwich Festival's cultural, artistic and community activities. Volunteering helps us engage with local communities and deliver accessible events and projects.

2. Volunteer roles

Volunteer roles may include:

- Event support
- Front of house and stewarding
- Practical support
- Administrative or project support

Roles are offered based on interest, availability and organisational need.

3. Recruitment and selection

We aim to recruit volunteers fairly and inclusively. All volunteers will be:

- Given clear information about their role
- Asked to provide relevant contact details
- Supported with appropriate induction and guidance

Some roles may require additional checks where appropriate.

4. Support and supervision

We will:

- Provide a named contact or supervisor
- Offer guidance, training or briefing where needed
- Create a safe and respectful volunteering environment

Volunteers are encouraged to raise any concerns with their supervisor or the organisation.

5. Equality and respect

Harwich Festival is committed to equality, diversity and inclusion. Volunteers are expected to treat others with respect and work in line with our Equality & Diversity and Safeguarding policies.

6. Health and safety

We are committed to providing a safe environment for volunteers. Volunteers are expected to:

- Follow health and safety guidance
- Take reasonable care of their own safety and that of others
- Report any hazards or incidents

7. Expenses

Where agreed in advance, reasonable out-of-pocket expenses may be reimbursed in line with our procedures.

8. Ending a volunteering role

Volunteering is non-contractual and can be ended by either the volunteer or Harwich Festival at any time. We encourage open communication if circumstances change.

9. Complaints and concerns

Volunteers who have concerns or complaints should raise them in line with our Complaints Policy.

10. Contact

For questions about volunteering, please contact:

Harwich Festival

contact@harwichfestival.com