

## **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](mailto:contact@harwichfestival.com)