

Volunteer Policy

The Planned Environment Therapy Archives and Special Collections, based at the Mulberry Bush Third Space, part of the Mulberry Bush Organisation, welcomes public participation in its work and looks to recruit volunteers from the diverse communities regardless of gender, age, ethnic origin, nationality, sexual orientation, religious/political belief or disability.

The relationship between volunteers and the Archives does not create a legally binding contract.

The Archives accepts volunteers on the understanding that their services are received at its sole discretion, and that any volunteer's relationship with the Archives may be terminated by either side for any reason.

The Archives recognises that volunteers are not substitutes for paid staff, who remain the backbone of service provision.

Volunteers work under the direction of the Archives staff, and do not have the authority to represent the Mulberry Bush Organisation, or any of its component sections, or make any sort of commitment on behalf of the organisation. Letters and other communications written by volunteers must be authorised by an appropriate member of the Archives staff.

Volunteers aged below 18 years must have the prior written consent of their parents or guardians.

In offering their services a volunteer agrees to:

- Subscribe to the aims and vision of the Archives and accept the organisation's values and standards
- Perform the volunteering role to the best of their ability
- Submit to criminal record checks when appropriate
- Attend any training sessions relevant to the work to be undertaken or to meet health and safety requirements
- Work as team members with other staff and volunteers under the supervision of a designated member of paid staff
- Be courteous and helpful to visitors, other volunteers and Mulberry Bush staff
- Follow all procedures and guidelines
- Maintain confidentiality of all proprietary or privileged information about the Archives, the Mulberry Bush Organisation or our customers
- Assign all copyright in work they produce or create on behalf of the Archives to the Mulberry Bush Organisation.

- Notify us of any days when they will be unable to undertake volunteering work as soon as possible
- Sign a Volunteers Agreement

In return the Archives will provide:

- The opportunity to undertake meaningful work of value to the Archives and its users/visitors
- A clear outline and description of duties and responsibilities and a specific time frame
- Appropriate and safe working conditions
- Appropriate supervision and tools
- Appropriate training, including induction to the place of work
- Reimbursement of travel expenses
- Invitations to events and celebrations organised by the Mulberry Bush Organisation as appropriate.

Date	Version	Author
30/03/2020	1.0	Nicky Hilton, Senior Archivist
11/11/2021	1.1	Debra Doggett, Senior Archivist