

The National Youth Brass Band of Great Britain

Volunteer Policy

Policy Code: NYBBGB-POL013

Policy Statement

Volunteers play an essential part in the success of the National Youth Brass Band of Great Britain (NYBBGB). They bring expertise, energy and community connection that enrich our work and help deliver life-changing opportunities for young brass and percussion musicians.

We are committed to supporting our volunteers, treating them with respect and ensuring their safety, wellbeing and development while they give their time to NYBBGB.

1. Purpose

This policy sets out how NYBBGB recruits, supports and values volunteers, and the standards expected of everyone involved. It ensures that volunteering is carried out safely, fairly and consistently in line with our legal duties and organisational values.

2. Scope

This policy applies to anyone who offers their time or skills without payment on behalf of NYBBGB, including:

- Alumni assisting with courses or concerts
- Trustees and committee members
- Archive researchers and historians
- Fundraising and administrative volunteers
- Event and outreach supporters

It should be read alongside:

- Safeguarding and Child Protection Policy (POL006)
- Equality, Diversity and Inclusion Policy (POL004)
- Data Protection Policy (POL001)
- Health and Safety Policy (POL011)

3. Our Approach to Volunteering

Volunteering is a two-way relationship based on trust and mutual respect. Volunteers are not employees, but we will:

- Provide clear role descriptions, guidance and supervision.
- Offer induction and training suitable to each role.
- Ensure volunteers are insured and operate in a safe environment.
- Reimburse agreed out-of-pocket expenses.
- Recognise and celebrate volunteers' contributions.

In return, volunteers are expected to:

- Be reliable, honest and respectful.
- Follow NYBBGB's values, safeguarding principles and all relevant policies.
- Maintain confidentiality and use information responsibly.
- Represent NYBBGB positively in person and online.

4. Recruitment and Induction

- All volunteers will complete an expression of interest or short informal discussion before starting.
- Some roles may require DBS checks or references, depending on safeguarding responsibilities.
- Recruitment will follow fair and inclusive principles in line with the EDI Policy.
- Volunteers will receive a full induction covering:
 - NYBBGB's mission and values
 - Key policies (Safeguarding, Data Protection, EDI, Health & Safety)
 - Role description, supervision arrangements and key contacts
 - Guidance on expenses and confidentiality

5. Training, Support and Supervision

- Volunteers will have a named contact (usually a designated staff member).
- Ongoing support and training will be provided as needed, including safeguarding or first-aid training where relevant.
- Regular feedback will be encouraged to help improve the volunteering experience.

6. Conduct, Safeguarding and Confidentiality

- Volunteers must maintain high standards of behaviour consistent with NYBBGB's safeguarding culture.
- Any concerns about the safety or wellbeing of young people must be reported immediately to the Designated Safeguarding Lead (DSL).
- Volunteers may be required to sign a confidentiality agreement.
- Breach of confidentiality or behaviour inconsistent with NYBBGB's values may result in the volunteer role ending.

7. Expenses and Recognition

- NYBBGB reimburses reasonable, pre-agreed expenses (e.g. travel, subsistence) upon submission of receipts.
- We publicly recognise the contribution of volunteers through newsletters and social media.

8. Health, Safety and Insurance

- Volunteers are covered by NYBBGB's Public Liability Insurance while acting on behalf of the organisation.
- Those using their own vehicles for NYBBGB business must inform their insurer.

- All volunteers must follow NYBBGB’s Health and Safety Policy and take reasonable care of themselves and others.

9. Complaints and Problem Solving

- Minor concerns should be raised with the volunteer’s supervisor in the first instance.
- If the issue cannot be resolved informally, volunteers may use the NYBBGB Complaints Procedure.
- NYBBGB reserves the right to end a volunteer arrangement if behaviour or conduct compromises safety or reputation.

10. Monitoring and Review

- The Chief Executive reviews volunteer engagement annually, including diversity data and feedback.
- Lessons learned are reported to the Trustee Board and used to improve recruitment, support and retention.

11. Document Control

Version	Date	Approved by	Summary of Changes	Review Due
2.0	22/11/2025	Trustees	Updated for alignment with Safeguarding 2025, EDI 2025 and revised governance format	November 2028