

# THE LONDON BALLET CIRCLE

## VOLUNTEER POLICY

1. The London Ballet Circle is a registered charity run by Trustees who receive no payment (personal expenses are allowed in exceptional circumstances). Not everyone wants or needs to be a Trustee with the responsibilities that go with that role and volunteers can be important to enable some work to be carried out that would not be otherwise done. Volunteers can also offer specialist skills and knowledge.
2. A volunteer is someone who offers their time, skills and knowledge freely without any expectation of financial reward. Neither the LBC nor the volunteer regard the role as a contract of employment.
3. The volunteer will not be required or expected to attend events or give up a specified amount of time and the LBC will have no obligation to offer regular work. However, the relationship expects volunteers to be committed to supporting our work and for the LBC to support volunteers with supervision, induction and, if needed, training so that they can be effective.
4. Volunteers are expected to act in a manner consistent with the LBC's policies and charity objectives (see <https://www.tlbc.org.uk>) and follow any guidelines set out relevant to their volunteer roles.
5. Volunteers have a right to be treated fairly and equally, to report to a named Trustee and to be asked to do work consistent with their skills and abilities. The LBC expects volunteers to be an LBC member with an interest in dance and ballet. They must be resident in the UK. They must be aged 18 or over unless specifically agreed otherwise at the discretion of the Trustees and with written parental consent. Young volunteers (defined as aged 16-17) are protected by the LBC's *Safeguarding Policy*.
6. Personal expenses are not claimable but the LBC may meet the cost of any specific equipment or technology if it considers this is of benefit to the charity as well as the volunteer. Volunteers will be covered by the LBC's public liability insurance when working for the LBC.
7. Volunteers will be recruited via the LBC newsletter and website which will identify the nature and extent of roles.
8. The LBC aims to treat volunteers fairly and consistently but any complaints about volunteer conduct or complaints by volunteers will be referred to the named Trustee for the volunteer in the first instance and if it cannot be resolved it will be referred to the LBC Chair to decide and implement the best course of action.
9. Volunteers and the LBC are free to end their volunteer relationship at any time. If possible, a mutually agreed end date will be agreed. The supervising Trustee and the volunteer can ask for an exit conversation in person, by phone or otherwise, to share any reasons or learning points.
10. Interviewers for LBC events and the Independent Examiner of the Accounts are not regarded as volunteers within the scope of this policy.

The reason I volunteer for the LBC is:-

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Volunteer:

Name.....Signed.....

Signature of parent/guardian if under 18:

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Date.....

For the LBC:

Name.....Signed.....

Position.....

Date.....

**If this Volunteer Policy is modified at any time, the LBC will publish the most current version on its website and notify the changes in its newsletter.**

**Approved:** 10.01.2024

**Reviewed:** 26.01.2026

**Next review date no later than May 2028**