



## **Volunteer Policy of the National Motor Museum Trust**

### **Volunteer Policy Statement**

Volunteers make a vital contribution to the work of the National Motor Museum Trust (NMMT) and the organisation aims to implement good practice in encouraging, developing and supporting volunteer involvement.

### **This Policy Document**

This policy document sets out the way in which the NMMT works with its volunteers. It provides information and guidance about what volunteers can expect at the National Motor Museum (NMM). The policy is intended for internal use only and does not constitute a binding contractual or personnel agreement.

### **Introduction to the NMMT**

The NMMT is a charitable organisation which aims to collect, conserve and present to the public, vehicles and other items related to the history of motoring in Great Britain. The NMMT is committed to learning and enlightenment, and aims to improve access in all ways, for visitors and service users. Its Mission Statement is:

***Engaging and inspiring people with the story of Motoring through World class Collections.***

The vision and objectives of the NMMT are provided below. The NMMT highly values the assistance of volunteers in helping to deliver its core aims and objectives.

#### **Vision:**

To be the best, most representative and accessible collection of motor vehicles, motoring artefacts and archives telling the story of motoring in Britain.

#### **Objectives:**

To promote the education of the public concerning the history of motoring both in Great Britain and internationally, and in particular to exhibit to the public historic motor vehicles, documents, photographs, artefacts and other exhibits in connection with the history of motoring including but not limited to those forming part of the collection;

To promote research into the history of motoring both in Great Britain and internationally for the benefit of the public and to publish the useful results of such research;

To conserve for the benefit of the public historic motor vehicles, documents, photographs, artefacts and other exhibits (including electronic media) connected with the history of motoring both in Great Britain and internationally, including but not limited to those forming part of the collection.

The NMM is Accredited under the Arts Council England scheme which sets nationally agreed standards for museums in the UK. The Collections are Designated by the same body as being of outstanding national and international significance. For further information about the NMMT and its Collections, please visit the website [www.nationalmotormuseum.org.uk](http://www.nationalmotormuseum.org.uk)

## **Equal Opportunities**

The NMMT has an Equality at Work Policy and is firmly committed to welcoming volunteers from all sections of the community. We understand that any form of unfair discrimination is unacceptable and aim to ensure that no volunteers are treated less favourably on grounds of colour, gender, sexual orientation, age, marital status, disability, nationality, ethnic origin or belief.

## **Recruitment Process**

The recruitment process is undertaken by the Volunteer Co-ordinator. The NMMT will use appropriate means to advertise voluntary roles and recruit volunteers, guided by the principles of our Equality at Work Policy. Each applicant will be given a short interview which will include background information about the NMMT and its Collections, along with current volunteer opportunities and required skills. Wherever possible, applicant's skills and experience will be matched to a specific Collection, project and/or task. Two References must be supplied by the successful applicants.

There will be an introductory period of three months, allowing time to ensure mutual suitability of the volunteer to the NMMT.

## **Health and Safety**

A separate Health and Safety requirement sheet will be issued to every volunteer.

Training sessions will be provided on health and safety matters such as manual handling. All working areas are risk assessed as are some specific activities. A fire tour of the building that the volunteer is based in will be provided on recruitment, to include details of fire exit and muster point locations. Volunteer welfare is a primary concern for the NMMT and attendance at such sessions is mandatory. We will endeavour to make the timings as convenient as possible, but sessions may not occur on an individual's normal volunteering day.

Each volunteer will be asked to disclose, for their own comfort and safety (as well as the safety of those they will be working with), any health issues that may impact on their ability to perform the work they are asked to do. The NMMT will review this when assessing whether any special measures need to be taken and when assessing your suitability to undertake specific tasks. The NMMT reserves the right to terminate a volunteer position, if any diagnosed condition poses a potential health and safety risk to that individual in carrying out their normal role.

## **Insurance and Indemnity**

All volunteers are covered by the organisation's Public/Employer Liability policies provided they are carrying out approved volunteering activities.

If the volunteer uses his or her own car whilst volunteering, it is his or her duty to ensure that it is adequately insured and taxed. If the volunteer uses the company car whilst volunteering, it is his or her duty to provide a copy of their valid driving licence to the Personnel Manager.

## **Specific Training for Role**

Training and guidance will be provided to ensure that each volunteer is equipped with the skills and information required to carry out their role. We will endeavour to place each volunteer within an area well matched to their skills and preference, though the NMMT also encourages flexibility. Volunteer skills can be developed by moving to new Collections and/or different roles, as projects end and new ones begin. In addition, volunteers may be requested to assist in different areas on a temporary basis, in response to shifting work priorities.

## **Supervision and Role Support**

Supervision and support within the role is provided by the member of staff with whom each volunteer is working.

## **General Support and Problem Solving**

General support relative to the volunteer role is available from the Volunteer Coordinator. This may take the form of routine meetings such as job chats or annual reviews which provide an opportunity to discuss any achievements, aspirations, development needs, etc.

Volunteers are entitled to all necessary information relating to the work they are undertaking and they should be consulted regarding any decisions that would substantially affect the performance of their tasks.

A volunteer will never be asked to work in an environment that is hazardous or otherwise inappropriate to their wellbeing. Each volunteer has the right to decline any particular task at any time, if they deem it unsuitable or are unsure about it.

If a volunteer has any issues or concerns about a situation or a colleague then they should address these with the member of staff with whom they are working, in the first instance. If this is inappropriate to the circumstance, or if the situation is not satisfactorily resolved, then the volunteer should refer the matter to the Volunteer Coordinator and following this, to the Director of Collections or Museum Manager (as appropriate) if it is deemed necessary.

## **Confidentiality**

The NMMT is aware that volunteers may come into contact with confidential information regarding the organisation, its activities or its beneficiaries whilst volunteering. Volunteers have a duty to keep such information confidential and will be asked to sign a Confidentiality Agreement.

Personal details of volunteers will be maintained in the strictest confidence, in accordance with the Data Protection Act 2018, and will not be disclosed to any unauthorised person.

The NMMT requires details of a contact for each volunteer, to use in case of emergency.

## **Copyright**

The NMMT requires copyright to be assigned to it for any work or material that is produced as part of the volunteering role. Volunteers are asked to sign the Copyright Agreement attached as Appendix 2 to this document.

## **Photographic consent**

Volunteers may be photographed while undertaking their duties with the NMMT. Where practical, the photographer will seek consent before taking such photographs. If a volunteer does not wish to appear photographically in publications, websites, or any other outlet which

helps promote the NMMT, they are requested to inform the photographer at the time or inform the Volunteer Coordinator to this effect.

### **Government Benefits**

Volunteering does not affect someone's right to Income Support, Incapacity Benefit, Employment Support Allowance or Disability Living Allowance while the voluntary work is for a not-for-profit organisation. Any volunteer who is receiving benefits should inform the relevant benefits office of their volunteer involvement.

Any questions or queries concerning any of the above, should be directed to the Volunteer Co-ordinator Jonathan Day – 01590 614656 (or just 4656 from internal phones) or email [jon.day@beaulieu.co.uk](mailto:jon.day@beaulieu.co.uk)