

## **Staffordshire Archives & Heritage: Volunteer Best Practice Guidelines**

- We will ensure each new volunteer has a site-specific induction and understands how to contact both their named supervisor and the volunteer co-ordinator.
- Staff will use an induction checklist to ensure consistency.
- We will be open and clear that we do not reimburse expenses for volunteers and will highlight other benefits
- Where there are barriers to volunteering, we will seek solutions and work flexibility to accommodate an individual's needs
- We will respond to our annual volunteer survey by sharing any actions taken
- We will increase communication via a volunteer e - newsletter
- We will offer all volunteers the opportunity to take part in social activities and training sessions
- Where appropriate we will use role profiles, application forms and informal interviews to recruit new volunteers (this particularly applies to public facing volunteer roles)
- We will celebrate and share the achievements of our volunteers
- Staff across both sites will work in partnership to ensure continuity and good practice for all volunteers but will make sure procedures are relevant to and workable for their specific site
- We will follow volunteering guidance and policies implemented by our authority

June 2022 – to be reviewed & updated every 12 months