

Lambeth Archives Departmental Volunteering Policy

Lambeth Archives welcomes the use of volunteers.

Scope

Volunteering covers both individuals freely giving their time to the service, but also work experience and student placements.

Agreement to enter into a volunteering arrangement is at the discretion of professional staff in the archives service. Volunteers will be asked to provide references. There will be a written and signed agreement between the volunteer and the service. All volunteers that will have, or it could be foreseen might have, unsupervised access to children will be required to complete a criminal records bureau check. Each agreement is subject to review and possible termination without reason 35 hours after the agreed start date. Lambeth Archives also reserves the right to end volunteering relationships if the standard of work, conduct or regularity of attendance is unacceptable.

Each agreement requires a commitment of 70 hours to make training worthwhile

Tasks to be undertaken and attendance arrangements will be agreed in writing between the archives staff and the volunteer, they will be within good health and safety practice, within the competence and skills of the volunteer and will be undertaken after reasonable training.

Conduct

Volunteers will be expected to follow the Council code of conduct and the agreed attendance arrangements. In particular they should be reliable, keep the office informed of planned and unplanned absences, follow office procedures regarding security, handling and use of materials and health and safety practice.

Volunteers will be assigned to member of staff to oversee their work and offer guidance.

The nature and level of access to collections and systems, and the level of responsibility will be decided on a case-by case basis.

This policy has been approved by the Head of Libraries, Archives and Arts. It will be reviewed in 3 years.

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