



## VOLUNTEERS AND WORK EXPERIENCE POLICY

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## **1 Introduction**

Kent Music is pleased to be able to offer opportunities for individuals to engage in volunteer and work experience activities within our organisation. We aim to foster a diverse, inclusive and welcoming environment for everyone wishing to give up their time to support Kent Music. This policy outlines the guidelines and procedures for individuals seeking to contribute their time and skills to support us.

## **2 Objective**

The primary objective of this policy is to ensure a positive and mutually beneficial experience for both Kent Music and the individuals participating in volunteer or work experience roles.

## **3 Definitions**

- 3.1 *Volunteer*: An individual who freely offers their time, skills and services to support Kent Music activity without any financial compensation.
- 3.2 *Work experience*: A structured and supervised placement that provides individuals with the opportunity to gain insight into the workings of Kent Music.

## **4 Eligibility**

- 4.1 **Volunteers**: Individuals over the age of 18 may apply to be volunteers at Kent Music. Applicants will be selected based on their skills, interests and the needs of the organisation.
- 4.2 **Work experience**: Work experience placements are open to students over the age of 16, graduates or individuals seeking career development opportunities. Applications will be considered based on the availability of suitable placements. Priority will be given to the following:
  - Current customers of Kent Music
  - Applicants who are studying music or closely related subjects (e.g. performing arts)
  - Applicants with outstanding references

## **5 Equal Opportunities**

- 5.1 Kent Music is dedicated to providing equal opportunities for all volunteers and work experience participants. Discrimination or harassment of any form will not be tolerated.
- 5.2 We actively encourage individuals from diverse backgrounds to apply for volunteer and work experience positions.
- 5.3 Reasonable adjustments will be made to accommodate individuals with disabilities to ensure they can fully participate in volunteering or work experience activities.

## **6 Safeguarding**

Kent Music believes that no child, young person, or adult at risk should ever experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people, and adults at risk and to keep them safe. We are committed to practise in a way that protects them, as described in our <https://www.kent-music.com/our-policies/>

- 6.1 All volunteers who come into contact with KM students will require a Basic DBS check.
- 6.2 Volunteers or work experience students will not be left unsupervised with KM students.

## **7 Application process**

- 7.1 To ensure effective safeguarding the Kent Music Safer Recruitment Policy will be followed for volunteer applications.
- 7.2 All prospective volunteers and work experience candidates must submit an application form, (Appendix 1) This will also be available on the Kent Music website.
- 7.3 Applications will be reviewed by the Senior Leader, Operations and, if appropriate, successful candidates will be contacted for an informal interview to assess suitability and discuss expectations.
- 7.4 Applications from school students must follow the school's procedures for securing work experience placements.

## **8 Roles and Responsibilities**

- 8.1 Kent Music will provide volunteers and work experience participants with clear role descriptions, outlining tasks, responsibilities and expected time commitments.
- 8.2 Volunteers and work experience participants are expected to adhere to Kent Music's policies, procedures and staff code of conduct.
- 8.3 Volunteers and work experience participants will be supervised by a named manager employed by Kent Music. It is the responsibility of this manager to ensure that induction training is provided and that a safe working environment is provided for the volunteer/work experience participant.

## **9 Training and Support**

- 9.1 Kent Music will provide necessary training and support to volunteers and work experience participants to ensure they are equipped for their roles.
- 9.2 At the start of the work placement or period of volunteering, a short induction meeting will be held by the supervising manager. This will include, but is not limited to the following:
  - Health and Safety
  - Safeguarding
  - GDPR
  - Other relevant KM policies
  - Information about Kent Music
  - Guidance relating to the tasks to be undertaken
- 9.3 Regular check-ins and feedback sessions will be conducted by the supervising manager to address any concerns and to provide guidance.

## **10 Confidentiality**

10.1 Volunteers and work experience participants must respect the confidentiality of all information and materials they may access during their time at Kent Music.

## **11 Health and Safety**

11.1 Kent Music is committed to providing a safe and healthy working environment. Volunteers and work experience participants must comply with the Kent Music health and safety policy.

## **12 Feedback and Evaluation**

12.1 Kent Music values feedback and encourages volunteers and work experience participants to provide input on their experiences.

## **13 Contact and Review**

This policy will be reviewed regularly to ensure it aligns with the needs of Kent Music and complies with current legislation, and best practices. Any necessary updates will be communicated to employees and volunteers, and employees will have access to the most recent version of this policy on the Staff Information page of SharePoint.

For any questions or concerns related to this policy, Kent Music employees can contact:

Senior Leader, Operations: Ruth Roberts [rroberts@kent-music.com](mailto:rroberts@kent-music.com)

Senior Leader, Tuition & Ensembles: Trevor James [tjames@kent-music.com](mailto:tjames@kent-music.com)

**Appendix 1****Volunteer and Work Experience Application Form****1 Personal Information**

Name	
Contact Number	
Email Address	
Date of Birth	
Emergency Contact Name and Number	

**2 Volunteer or Work Experience Preferences**

Type of Opportunity	Volunteer/ Work Experience
Preferred Area of Involvement	Music Centres/ Events/ Music Resources/ Administration/ Other (please give details)

**3 Educational Background**

Current school/college/university	
Area of Study	
Year of Study (if applicable)	

**4 Professional Background**

Current employment/ Job title (if applicable)	
Relevant skills and qualifications	

**5 Availability**

Days and times available	
Duration of Commitment (start and end date)	

**6 Motivation and Interests**

Why are you interested in volunteering or undertaking work experience with Kent Music? (Max 200 words)
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**7 References**

Reference 1 – Name and Contact Information	
Relationship to Applicant	
How long have they known you?	

Reference 2 – Name and Contact Information	
Relationship to Applicant	
How long have they known you?	

**8 Declaration**

By submitting this application, I confirm that all the information provided is accurate and complete to the best of my knowledge. I have read and understand Kent Music's Volunteers and Work Experience Policy.

Signature.....

Date.....

Thank you for your interest in in volunteering or undertaking work experience with Kent Music. We will review your application and contact you to let you know whether your application has been successful.