



Ashdon Jazz Academy

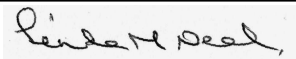

Volunteer Policy 2025



Volunteer Policy

Profile	
Version:	04
Author:	Patricia Muirhead (CEO)
Applies to:	All volunteers of Ashdon Jazz Academy
Date issued:	Jan 2025
Review date:	Dec 2027
Review Frequency	3 yearly
Approval	
Approval person/ Trustee Board:	Policy Trustee AJA Board of Trustees
Approval person overseeing review	Linda Neal - Trustee
Date:	January 2025

Signed by 2 Trustees as approval by the AJA Board of Trustees

Date	Names	Signature
10.01.2025	Linda Neal	
23.01.25	Michelle Nicholas	

This policy will be kept electronically at the Ashdon Jazz Academy Office

Volunteering with Ashdon Jazz Academy

Purpose of our volunteer policy

Our volunteer policy has been created to show our volunteers and potential volunteers that we have spent time and care in planning how volunteers will be welcomed Ashdon Jazz Academy. It also outlines that all volunteers will be treated in a fair and consistent way. It should also help our volunteers understand what support is available to them and what they can expect from us.

Our vision and mission for volunteering

Volunteering is a great way to share your enthusiasm, skills and ideas whilst having fun and meeting like-minded people. By volunteering for Ashdon Jazz Academy you will be making a positive contribution to community development in our area. Volunteers are vital to our work.

Attracting volunteers and volunteer agreement

We have a range of opportunities for volunteers to get involved in. Once we receive a copy of your completed registration form, a member of our team will get in touch with more information on specific opportunities and we can decide together which option best matches your interests, time availability and also our needs. Your help will be greatly appreciated and really will make a difference.

Disclosure Barring Service (DBS) Checks

The nature of Ashdon Jazz Academy Charity means that DBS checks are required as part of safeguarding measures. For charities who work with children and/or vulnerable adults, DBS checks will be crucial in determining the suitability of staff and volunteers and to inform Ashdon Jazz Academy of any criminal convictions that a person may have who wishes to volunteer with Ashdon Jazz Academy.

Induction and training/ Support

The Operation Manager will offer support to you. They will remain your key contact throughout your volunteering with us. This will include regular meetings with you to discuss how you are getting on, any training needs and any issues arising. This will also ensure that Ashdon Jazz Academy are doing all we can to make your volunteering experience an enjoyable and meaningful one.

Recognition and reward

We could not do the work we do without our volunteers. In acknowledgement, we will always say thank you and show appreciation for a job well done. There will always be a listening ear or shoulder to lean on.

We will hold social events each year to celebrate our achievements; this might be a summer gala or a celebration at Christmas. During these events you will get an opportunity to meet other volunteers and supporters of our work and share in our future plans.

We will take opportunities on our website and Facebook page, annual general meetings, and sometimes the local press to praise the achievements of our volunteers.

Expenses

We value our volunteers and want to ensure that there are no barriers to volunteer involvement. All reasonable out of pocket expenses, if required, will be reimbursed, including expenses for travel and meals (if working more than 4.5 hours in one session). In order to claim expenses, an Expenses Form must be completed, a valid receipt provided and handed to Patricia Muirhead

Insurance, Health and Safety, Accidents and Risk Assessment

Ashdon Jazz Academy has a valid insurance policy so that volunteers are covered by public liability insurance, which you are advised to read. It covers the volunteering activities you will be doing. We will keep reminding you of our Health and Safety Policy and give simple instructions on how to perform each task safely. We have clear procedures for accidents and emergencies and will always have a first aider at our events.

Resolving Problems

We hope that you will have a very enjoyable experience volunteering with us. However, if your role as a volunteer does not meet with your expectations or with the commitments Ashdon Jazz Academy has made to you, we want you to feel comfortable about letting Patricia or a member of the AJA subcommittee team know.

Confidentiality

We expect all volunteers to adhere to our confidentiality guidelines which will be explained to you before you begin volunteering with us and this also includes the use of social media and contact with any press.

Policies

All volunteers are expected to adhere to all policies and procedural guidelines provided by the charity and to be familiar with the handbook contents.

Equality, Diversity and Inclusion

Ashdon Jazz Academy is committed to embracing diversity and promoting equality and inclusion. When representing Ashdon Jazz Academy as a volunteer, we expect you to support our commitment to promoting equality.

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Checklist for the Review and Approval of Procedural Documents

Title of document being reviewed	Yes/No/ Unsure	Comments
1.Title		
Is the title clear and unambiguous?	YES	
Is it clear whether the document is a guideline, policy, protocol or standard?	??	Policy or guidelines ?
2. Rationale		
Are reasons for development of the document stated?	YES	
3. Development Process		
Is the method described in brief?	N/A	
Are individuals involved in the development identified?	YES	
Has a reasonable attempt has been made to ensure relevant expertise has been used?	YES	
Is there consultation with stakeholders and users?	?	
4. Content		
Is the objective of the document clear?	YES	
Is the target population clear and unambiguous?	YES	
Are the intended outcomes described?	NO	
5. Evidence Base		
Are any key references cited (if appropriate)?	N/A	
Are any local/organisational supporting documents referenced?	N/A	
6. Approval		
Does the document identify which committee/group will approve it?	YES	
7.Dissemination and Implementation		
Is there an outline/plan to identify how this will be done?	YES	

Does the plan include the necessary training/support to ensure compliance?	YES	
8.Document Control		
Does the document identify where it will be held?	YES	
9. Review Date		
Is the review date identified?	NO	
Is the frequency of review identified? If so, is it acceptable?	NO	
10. Overall Responsibility for the Document		
Is it clear who will be responsible for coordinating the dissemination, implementation of the documentation?	YES	
Is it clear who will be responsible for overseeing the review of the documentation?	YES	

