

	Volunteer Policy
	June 2025

Contents:

1. **Policy statement**
2. **Policy scope**
3. **Volunteer roles**
4. **Recruitment of volunteers**
5. **Induction & training of volunteers**
6. **Support for volunteers**
7. **Recognition of volunteers**
8. **Code of conduct**
9. **Other events**
10. **Data protection and retention**
11. **Publication and review**

1. **Policy statement**

- 1.1 Stonehaven Folk Festival (SFF) aims to promote an appreciation of folk music by encouraging participation in, and attendance at, the festival and other events that take place throughout the year. To achieve this, it is organised and run by volunteers, including both board members and others who are involved in the festival weekend and other activities.

2. **Policy scope**

- 2.1 The scope of this policy covers volunteering throughout the Stonehaven Folk Festival weekend and any other events organised by Stonehaven Folk Festival.
- 2.2 This policy aims to ensure that:
 - The board encourages volunteers to be involved with SFF in the running of the festival
 - Opportunities are identified for volunteers to be involved in SFF, and they are supported to undertake these.

3. **Volunteer roles**

- 3.1 Several volunteer roles are vital to the smooth running of the festival weekend. Volunteers can select roles based on their availability, preferences, and the needs of the festival.
- 3.2 Roles include:
 - Set-up of the hall for the festival

- Raffle and merchandise sales
- Stewarding at events
- Working at the festival bar
- Fringe events

4. Recruitment of volunteers

- 4.1 Anyone over the age of 18 by the date of the festival may apply to be a volunteer.
- 4.2 Volunteers can apply to volunteer by:
 - Approaching any board member to note their interest in volunteering
 - Completing a volunteer registration form on the website
 - E-mailing the SFF volunteer e-mail address found on the SFF website.
- 4.3 For each of these approaches, the volunteer's name will be added to a database, and an e-mail sent out with an 'Opportunity to volunteer' form a few weeks prior to the festival.
- 4.4 If an event involves working with children or vulnerable adults, then the volunteer may be required to complete a [basic disclosure](#) check through Disclosure Scotland.

5. Induction and training of volunteers

- 5.1 All volunteers are invited to attend a pre-festival briefing, usually in the week before the festival weekend, and to familiarise themselves with key policies, including safeguarding and health and safety. This briefing will also be e-mailed all volunteers ahead of the festival.
- 5.2 Specific briefings, related to the roles involved, will be provided before each event by the designated lead for that event.
- 5.3 The board takes health and safety seriously and a series of risk assessments have been carried out to cover volunteering roles. However, it is everyone's responsibility, including volunteers, to ensure that all activities are undertaken safely and areas where health and safety may be compromised are reported to a board member.

6. Support for volunteers

- 6.1 Volunteers are supported by the Volunteer Co-ordinator who is a member of the board.
- 6.2 In most cases, practical support will be provided by a designated lead for an event. They will outline the tasks for the volunteer, and expectations of them, whilst undertaking their role. They will also be available to provide support and direction to the volunteer, where required, during an event.
- 6.3 In cases where a volunteer is working alone at a smaller venue or on a specific task, they will be given the contact details for a board member who they may contact for support.

- 6.4 Support can be especially important should a challenging situation arise in the course of working at the festival. If any volunteer feels that a person who they are dealing with is in any way aggressive or abusive, or at risk, they should immediately contact the designated lead for the event, or any board member in their absence.
- 6.5 Volunteers will not be able to bring their children or pets to their work shifts.
- 6.6 SFF maintains employers and public liability insurance.

7. Recognition of volunteers

- 7.1 The board appreciates and values the efforts made by all volunteers. It will aim to organise a “thank you” event for all volunteers during the festival weekend to recognise their contribution to the success of SFF.
- 7.2 The board welcomes all feedback from volunteers.

8. Code of conduct

- 8.1 Volunteers must adhere to the Stonehaven Folk Festival volunteer code of conduct in its entirety. Non-compliance may lead to the volunteer being relieved of their responsibilities and excluded from future volunteering opportunities.

9. Other events

- 9.1 Volunteers may be involved in other events outside of the festival weekend, such as the Hogmanay Ceilidh and Schools projects.

10. Data protection and retention

- 10.1 SFF respects volunteer confidentiality and will not use any data in any way other than for the purpose it was collected. This includes contact details and records of events volunteers have been involved with and the roles they have undertaken.
- 10.2 In accordance with the Data Protection (Scotland) Act 2018, SFF has a legitimate interest in the gathering and sharing of information in order to report and prevent harm to individuals. This may include data about a volunteer if they have been involved in any action taken to prevent harm to an individual.
- 10.3 Information collected, used and shared is subject to the Data Protection (Scotland) Act 2018 and the General Data Protection Regulation (GDPR).

11. Publication and review

- 11.1 The policy will be published on the SFF website.
- 11.2 The policy will undergo annual reviews to maintain its relevance to the festival and other event.