



## Volunteer Policy

### 1. Policy Statement

Gags for Good CIC values the essential role volunteers play in helping us deliver our community programmes, comedy workshops, and events.

We believe volunteering should be rewarding, inclusive and empowering — giving people the opportunity to develop confidence, skills and social connections while contributing to the wellbeing of others.

We are committed to treating volunteers with fairness, dignity and respect, and to providing a positive experience that reflects our values of **kindness, creativity and community**.

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### 2. Purpose

This policy sets out how Gags for Good CIC recruits, supports and recognises volunteers, and explains what volunteers can expect from us — and what we ask in return.

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### 3. Definition of a Volunteer

A volunteer is anyone who gives their time, skills or energy freely to support the work of Gags for Good CIC without expectation of payment (beyond reimbursement of agreed out-of-pocket expenses).

Volunteers are not employees and do not have a contract of employment. However, we are committed to upholding best practice in managing and supporting volunteers.

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### 4. Our Commitments to Volunteers

Gags for Good CIC will:

- Provide clear information about the organisation, its aims and activities.
- Offer an induction and any training required for the role.
- Provide a named **Volunteer Coordinator** or line manager for support.
- Reimburse reasonable out-of-pocket expenses (e.g. travel, parking, materials).

- Ensure volunteers are covered by appropriate insurance while volunteering.
  - Provide a safe, inclusive and supportive environment.
  - Recognise and celebrate volunteers' contributions publicly and privately.
  - Listen to feedback and resolve issues fairly.
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## 5. Volunteer Roles

Volunteers may support a range of activities including:

- Assisting at community comedy nights or events.
- Supporting workshops as co-facilitators or audience buddies.
- Helping with marketing, admin, or social media.
- Technical or creative support (sound, photography, set-up).
- Peer mentoring or confidence-building roles.

Volunteer roles will always be clearly defined to ensure mutual understanding and avoid replacing paid staff duties.

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## 6. Recruitment and Selection

- We welcome volunteers from all backgrounds and will promote equality, diversity and inclusion in all recruitment.
  - Opportunities will be advertised openly and matched to individual skills and interests.
  - Informal meetings or interviews may be held to ensure suitability and discuss expectations.
  - References may be requested where appropriate.
  - Volunteers working with children or vulnerable adults will be required to complete a **DBS check** in line with our **Safeguarding Policy**.
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## 7. Support and Supervision

- Volunteers will have a named contact person for ongoing guidance and support.
- Regular check-ins will provide opportunities to give and receive feedback.
- Training will be provided where needed (e.g. safeguarding, event safety, communication skills).
- Volunteers will be included in team meetings and encouraged to share ideas.

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## 8. Expenses

- Volunteers will not be left out of pocket for helping us.
- Pre-approved travel or other out-of-pocket expenses will be reimbursed on submission of receipts.
- Mileage will be reimbursed at the current HMRC rate.

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## 9. Insurance

All registered volunteers are covered by Gags for Good CIC's **Public Liability and Employers' Liability insurance** while carrying out authorised volunteer duties.

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## 10. Health, Safety & Wellbeing

- Volunteers have a duty to take reasonable care of their own health and safety and that of others.
- We will ensure safe working environments, provide access to first aid and follow our **Health & Safety Policy**.
- Volunteers will also be supported emotionally, recognising that some of our projects involve sensitive topics such as illness, trauma or mental health.

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## 11. Problem Solving

If a volunteer has concerns or a complaint, they should first speak to their Volunteer Coordinator.

If the issue cannot be resolved informally, the **Complaints Policy** will apply.

We aim to handle all issues sensitively, fairly and promptly.

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## 12. End of Volunteering

Either the volunteer or Gags for Good may choose to end the arrangement at any time.

We ask for as much notice as possible and will always offer an exit chat to thank the volunteer and gather feedback.

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## 13. Recognition

We are committed to recognising the contributions of our volunteers through:

- Certificates of appreciation or references.

- Public thank-yous at events or online.
  - Invitations to social gatherings, showcases and celebration events.
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#### **14. Review**

This policy will be reviewed annually by the Board of Directors to ensure it remains relevant, inclusive and aligned with best practice.

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#### **Approved by the Board of Directors:**

Date: 13/11/2025



Signed:

(Chair/Director)

Review Date: 13/11/2026