

VOLUNTEERING POLICY

1. Introduction

Guide Bridge Theatre Ltd (GBT) is a not-for-profit company limited by guarantee. Whilst the theatre group has existed in some form for over 80 years it has operated as Guide Bridge Theatre in its current premises for 50 years (2022). Originally a private members club it incorporated on the 30th December 2009 to enable it to develop into a true community organisation. The Articles of Association and Membership Policy are available on the website www.gbttheatre.co.uk.

Whilst GBT has a Board of Directors and a Theatre Committee to provide an operational overview, GBT is an organisation run entirely by volunteers, and they are essential to the smooth and effective operation and achievement of objectives. Every contribution is valued.

Volunteers may be part of a team or a number of teams within GBT.

GBT thanks everyone who volunteers at GBT in whatever capacity. If you require any further information or assistance at any time please do not hesitate to contact the Volunteer Co-Ordinator or any of the Directors.

We value the dedication and passion of our volunteers. Volunteers are an essential part of our community, contributing to productions, events, and the smooth running of our theatre. This policy outlines the principles, practices, and responsibilities that guide our relationship with volunteers.

“Every single one of us working on this project (at GBT) is entitled to work in a safe space: a space free of fear, a space free of bullying & harassment of any kind. We will work together honouring our differences & celebrating the gifts we each bring to the table. We will treat one another with politeness & respect at all times &, if we are subjected to or witness bullying & harassment, we will speak out knowing that our voices will be heard & we will be taken seriously. Together we can create a safe space.”

Equity Safe Spaces statement

Vision:

Our vision is to be an organisation that inspires, nurtures, educates and empowers its Members and the wider community to flourish. This is achieved by the delivery of inclusive and collaborative performance arts, opportunities for community

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participation and the promotion of social interaction and inclusion through community events.

Mission:

Our mission is three fold:

1. to bring together people of all ages and from all backgrounds to produce outstanding performance arts that entertains, inspires, challenges and informs both audiences and participants alike;
2. to maximise the utilisation of our valuable asset to provide a multi-purpose facility to provide, procure, and facilitate inclusive community use;
3. to expand our existing partnerships, and facilitate community cohesion and inclusion

2. Purpose

The purpose of this policy is to:

- Provide clear guidelines for volunteering at GBT
- Ensure a safe, inclusive, and supportive environment
- Clarify the roles, expectations, and responsibilities of volunteers and the organisation

3. Definition of a Volunteer

A volunteer is someone who contributes their time, skills, and enthusiasm without financial compensation. Volunteers may assist in various areas including but not limited to:

- Set design and construction
- Costumes
- Props
- Technical support and stage management
- Front of house

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- Refreshments
 - Bar
 - Marketing and promotion
 - Community activities
 - Production involvement, acting, direction, production co-ordination.
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4. Recruitment and Selection

- Volunteers are recruited based on the needs of the theatre and the skills and interests of the volunteer.
 - We welcome volunteers of all backgrounds, abilities, and experience levels.
 - Volunteers under 18 will require parental/guardian consent and will be subject to additional safeguarding requirements.
 - Volunteers must complete the GBT contact and consent form.
 - We may not accept applications in circumstances where we cannot accommodate individual requests.
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5. Induction and Training

All new volunteers will be offered an induction, which may include:

- Introduction to the theatre, its mission, and its policies
- Health and safety procedures
- Role-specific training
- Code of conduct and safeguarding guidance
- Emergency Evacuation Procedure

Ongoing training may be provided as needed for specific roles or productions.

It is a volunteers responsibility to familiarise themselves with the policies and procedures and keep updated, attending any training sessions and reading any

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literature provided.

6. Support and Supervision

- Volunteers will be supported by a designated coordinator or team leader.
 - Regular check-ins may be held to provide feedback, address concerns, and acknowledge contributions.
 - Volunteers are encouraged to raise any issues or suggestions with their supervisor.
 - Each volunteer team has a dedicated What's App Group to aid communication
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7. Volunteer Conduct

Volunteers are expected to:

- Act respectfully and professionally
- Be reliable and punctual
- Follow safety guidelines and theatre policies
- Maintain confidentiality where appropriate
- Report any concerns in the first instance to the volunteer coordinator , team leader or duty manager.

Discriminatory, aggressive, or inappropriate behaviour will not be tolerated and may result in the termination of a volunteer's role.

8. Insurance and Health & Safety

- Volunteers are covered under the GBT employers and public liability insurance while undertaking approved activities. Which can be inspected on the wall at the side of bar.
- Volunteers have a duty to take reasonable care for their own health and safety and that of others.
- Accidents or incidents must be reported immediately to the volunteer coordinator , team leader or duty manager.

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9. Confidentiality and Data Protection

- Volunteers may be privy to confidential information. All volunteers are expected to respect the privacy and confidentiality of the theatre and its members.
 - Personal data will be handled in accordance with GDPR and our Privacy Policy.
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10. Ending a Volunteer Role

- Volunteers may end their role at any time, but we kindly request notice where possible.
 - The theatre reserves the right to end a volunteer placement if necessary, due to misconduct, health and safety concerns, or changes in operational needs.
 - Exit feedback may be requested to help improve the volunteer experience.
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11. Review

This policy will be reviewed annually and may be updated in consultation with volunteers.

Version	Date Revised	Brief Description of Change	Reason for Change	Authorised
2025 08 19 V1.				Directors approved 2025 10 21

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Due for review 2026 10 31



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