

**ALCHEMY**  
FILM & ARTS

**VOLUNTEER POLICY 2019**

## **VOLUNTEER POLICY**

### **Alchemy Film & Arts**

Alchemy Film & Arts is a cultural organisation invested in film as a means of generating discussion, strengthening community, and stimulating creative thought.

We bring the highest quality experimental film to Hawick and the Scottish Borders, celebrating artistic excellence through a diverse range of year-round events – including exhibitions, commissions, residencies and an internationally renowned annual film festival.



### **Volunteering at Alchemy**

Alchemy Film & Arts is committed to the widest possible involvement and inclusion in its activities through all sections of its work: its staff and board, volunteers, audience and participants, and the artists it works with.

Alchemy recruits volunteers throughout the year, from any background or skillset, to join its enthusiastic and friendly team, helping to deliver dynamic year-round programming.

By joining our volunteer community, individuals gain:

- A new network of friends and colleagues

- The opportunity to attend screenings, workshops and events
- Tailored training, support and learning opportunities
- Experience and professional development in many areas of production
- References and performance evaluation
- The opportunity to contribute to Hawick's cultural regeneration

Roles for volunteers can be adapted and tailored to the interests and requirements of each individual volunteer. Core volunteering roles include assistance with:

- Exhibition invigilation
- Exhibition installation
- Festival/Event stewarding
- Workshop facilitation
- Community filmmaking
- Guest driving
- Administrative support
- Marketing support

Prospective volunteers will be invited for an informal discussion with a member of the team to determine what they would like to get from volunteering and how Alchemy can support the opportunity. A Volunteer Agreement will also be issued.

### **Equalities, Diversities and Inclusion**

Alchemy Film & Arts is committed to creating opportunities that are inclusive to a variety of communities. Our Equalities, Diversities and Inclusion Action Plan details our commitment to diverse audiences, volunteers, staff and artists. This plan can be found on Alchemy's website: <https://alchemyfilmfestival.org.uk/policies/>

### **Insurance, Health and Safety**

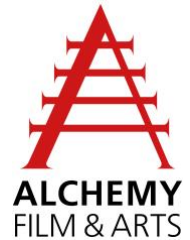
Alchemy Film & Arts has public liability insurance for working with volunteers. Documentation of this can be read upon request.

Alchemy has clear procedures for accidents and emergencies and conducts risk assessments for all events produced and all venues used. A trained first aider is engaged for outdoor events and the annual Film and Moving Image Festival.

Alchemy ensures all workshop facilitators have a PVG Disclosure Record, and is committed to a Safeguarding Policy, which can be found here: <https://alchemyfilmfestival.org.uk/policies/>

### **Resolving Concerns**

Any queries or concerns regarding volunteering can be raised with the individual volunteer's assigned point of contact on the Alchemy team, either in person or via email.



### **Expenses**

An Expenses Claim Form is available from Alchemy Film & Arts to claim back any out of pocket expenses, such as the cost of travel. Volunteer-drivers will receive a mileage expense rate of £0.25 per mile. Expense Claim Forms should be completed and returned to [payments@alchemyfilmmandarts.org.uk](mailto:payments@alchemyfilmmandarts.org.uk), and will be paid within two weeks of receipt.

Volunteers receiving Jobseekers Allowance or Universal Credit will have the support of Alchemy staff to establish eligible hours and what expenses can be claimed.

### **Confidentiality**

A confidentiality agreement is included in Alchemy's Volunteer Agreement. Volunteers are expected to not disclose any confidential information relating to or received from Alchemy Film & Arts – unless expressly authorised or required by law – and to follow its GDPR Policy: <https://alchemyfilmfestival.org.uk/policies/>.

Thank you for reading Alchemy's Volunteer Policy. Please get in touch with for further information on volunteering with Alchemy Film & Arts.

