



Our volunteering policy

Our aim is to motivate people to offer their skills as volunteers, in order to learn about the work of Cambridge Science Centre (CSC), while expanding their skills and experiences through the opportunity to work within the centre environment. We want volunteering to be an enjoyable activity, which meets both the volunteers' needs and ours, and so we are committed to making volunteer roles meaningful and to investing in volunteer development and support. A further hope is to increase contact between the centre and our volunteers' communities, and in turn widen engagement with new and diverse audiences.

Volunteer roles

- To support the work of CSC by engaging with the public in the centre and at outreach activities.
- Roles may be short or long term.
- Activities are to be meaningful and appropriate to the experience and skill set of the volunteer.
- Volunteers are intended to complement staff, not replace them.

Volunteer agreement

- This is to be signed by the volunteer and a representative from CSC.
- It indicates commitment from the volunteer.
- It is also intended to show CSC's commitment to make their experience worthwhile and enjoyable.
- However, a volunteer is not an employee and there is no legally binding contractual relationship between CSC and the volunteer.

Recruitment process

- This should conform to equal opportunities (and should include as broad a range of backgrounds as possible).
- A DBS check will be required if working repeatedly with same group of children/vulnerable adults, or for school groups
- Information/induction and training events will be scheduled at appropriate intervals and will be widely advertised.



Induction/training

- Adequate training will be provided for each role.
- This will include practical/safety aspects (fire/first-aid etc.).

Supervision and support

- This should be appropriate to the role of the volunteer.
- There will be a designated person looking after the volunteer.
- Opportunities will be available for discussing new ideas, and evolution of the role.

Insurance

- Volunteers will be covered by the CSC's Public Liability insurance policies.
- However, personal effects will not be covered.

Ending of service

- Volunteers are to be thanked.
- We ask for adequate notice so that we have time to find replacements (depending on their role).
- We welcome feedback.