

Volunteering at the British Museum

This document sets out what we can each reasonably expect from your volunteering role within the British Museum. The Museum appreciates you volunteering with us and is committed to providing volunteers with a supportive environment. We hope that you will find your volunteer experience enjoyable and rewarding.

Part 1: The Museum

Volunteer role

Your current volunteer role is [SPECIFY ANY TITLE AND DETAILS OF ROLE]. The purpose of this role is to [STATE HOW THE ROLE BENEFITS THE MUSEUM].

Where appropriate, the Museum will;

- provide an induction and training on your voluntary role. The Volunteer handbook provides more information about this;
- explain the standards we expect in relation to your voluntary role and to encourage and support you to achieve and maintain them;
- provide a contact within the Museum's Volunteers office with whom you can discuss your volunteering at any time;
- provide adequate training and information to support your health and safety and that of other volunteers, staff and visitors. The Volunteer handbook provides more information about this;
- inform you of the Museum's policies in relation to the protection of your personal data; and the Museum's requirements and expectations in relation to the treatment of any personal data which you may encounter while volunteering;
- take reasonable steps to ensure that all volunteers are treated equally and fairly;
- take reasonable steps to resolve any problems, complaints or difficulties fairly and in accordance with our problem-solving procedures as laid out in the Volunteer handbook;
- provide indemnity to hold you free from liability to any person as the result of personal injury, loss or damage arising from your role, as detailed in the Policy on Volunteering, this indemnity will not apply where you act negligently, recklessly or in bad faith.

The Museum is not able to reimburse you for any expenses you incur whilst volunteering for the Museum. Please note that although you will be a trusted and valuable member of the team, you will not be deemed to be in any form of employment relationship with the Museum.

Part 2: the volunteer

We expect you to:

- ensure that you have a visa or equivalent documentation which permits you to volunteer in the UK if you are from outside the UK;
- perform your volunteer role to the best of your ability;
- follow the Museum's procedures and standards, including but not limited to those relating to security clearance, Health and Safety, Fraud, Bribery and Corruption Prevention, Data Protection, Safeguarding Children and Adults at Risk, Anti Bullying and Harassment and Diversity and Equality in relation to staff, volunteers and visitors; and
- maintain the confidentiality of the Museum and its donors, clients, visitors, volunteers or other contacts during your volunteering or at any time afterwards.

We hope that you will be able to meet the time commitments which have been mutually agreed for your role so that we can each get the most from the volunteering experience. If you begin to find your volunteering is becoming difficult, please let us know and we will try to make another arrangement for you. We also hope that you will let us know as soon as possible if you need to change these arrangements or end your volunteering with us.

This notice is for information only and is not intended to create a legally binding agreement between us. The volunteer and/or the Museum may cancel their volunteering arrangement at any time at their complete discretion.

NB. This document was last reviewed and approved by Directorate Group on 6 January 2021.

SENSITIVE