

## **Open Access Arts - hereinafter referred to as OAA**

Volunteer Policy

Review Date: Oct 26

Open Access Arts is a small organisation (partnership) collaborating with freelance creatives/multidisciplinary artists who are invited to collaborate on a project by project basis.

### **Freelance Creatives: Compliance, Conduct, and Best Practice Agreement**

All freelance creatives engaged by Open Access Arts are required to strictly adhere to the company's internal policies and procedures, as outlined in the onboarding materials. While working with us, freelancers operate as independent contractors and remain solely responsible for their own professional conduct, industry best practices, and the quality of their deliverables. Open Access Arts accepts no liability for individual compliance failures, breaches of professional standards, or misconduct during the course of the engagement.

### **Partner Organisations**

While we will work closely together with partner organisations, and maintain a shared awareness of health, safety, safeguarding, inclusion and other protocols, the Partner Organisation retains primary responsibility for these standards within their facilities. To ensure complete alignment, we will collectively review and discuss these protocols at the start of each project.

### **Open Access Arts**

We recognise the value of involving volunteers and are committed to the promotion of volunteering and involving volunteers in our projects. This Volunteer OAA processes for involving and supporting volunteers.

The main health and safety responsibility for volunteers will remain with the partner organisations on any given project.

You will effectively be volunteering with the partner organisation whilst under our guidance and supervision during one of our creative sessions

\* Unless we bring a OAA volunteer to a session.

## **Definition**

A Volunteer is defined as someone who commits time and energy for the benefit of others, who does so freely, through personal choice and without expectation of financial reward, except for reimbursement of actual out of pocket expenses if funding to do so is available.

## **Principals**

We recognise that volunteers are essential in helping to achieve project core aims and objectives. At the same time, we are committed to making volunteering worthwhile and enjoyable, so that individuals who volunteer feel valued and involved.

Volunteers have a duty of care to each other and should work safely together taking due care and diligence.

Our work as members of OAA is intended to complement and support the activities of paid freelance creatives and their partner organisations.

## **Information Sessions**

Where possible and appropriate, OAA/partner organisation will arrange/signpost/provide information sessions relevant to the project activities. Support will always be available in sessions.

## **Insurance**

OAA has public liability insurance for solo run events. Volunteers will ALWAYS be covered the partner organisations public liability insurance whilst on their premisses.