

Volunteering Policy

Merton Music Foundation

Purpose

As a charitable company and education provider, Merton Music Foundation (MMF) relies on help from both adult and pupil volunteers to support the delivery of its programmes of activity and back-office services.

Volunteers at MMF are appropriately vetted, trained and supported to meaningfully benefit the Foundation's wider charitable objectives and their own personal development and growth.

Scope

This volunteering policy covers vetting, onboarding, supervision and allocation of volunteers across the Foundation's activities. It applies to all volunteers and all staff involved in recruiting, appointing, vetting, supervising or otherwise supporting volunteers. This policy should be read in conjunction with the Foundation's Child Protection & Safeguarding Policy, Code of Conduct and any other policies or procedures relevant to the individual volunteer's role and responsibilities.

Volunteer Roles

Merton Music Foundation adopts a flexible approach to the development of volunteer roles and is open to the creation of new roles, in line with organisational need.

Current voluntary roles include:

- FMYM Parent/Guardian Café volunteers: members of the Friends of Merton's Young Musicians committee and associated parents/guardians that support the running of our parents' café on Saturdays at Music Centre, South Wimbledon
- DofE volunteers at Saturday Music Centre, South Wimbledon (under 18s only): supporting pack down of music centre equipment.
- Student leaders / mentors: senior pupils or recent alumni supporting in junior and intermediate ensembles and/or one-off events
- Office support volunteers: supporting with management of the Foundation's music library service, printing / copying of parts for ensembles, instrumental stock management and other tasks.
- Concert support volunteers, including pupil supervision: parents/guardians and other volunteers that support with event logistics and/or pupil supervision requirements of concerts/events on an ad-hoc basis.

Selection Process

Volunteers will be selected through targeted and open call-outs for support where specific roles are required, and occasionally by informal discussion with a member of the MMF team. The Foundation is also open to unsolicited applications to volunteer.

Appointment of new volunteers should be approved by the Chief Executive or another suitable member of the Senior Leadership Team in advance.

Where more than one person wishes to fill a voluntary role, the creation of additional roles will be considered. If capacity is limited, a determination will be made by the Senior Leadership Team based on assessment of the applicants' skills, knowledge and suitability to the role, in line with organizational need and the inclusive principles set out in the Foundation's Recruitment Process.

Vetting & Safer Recruitment

Volunteers will be appropriately vetted for their role, in line with the requirements of Keeping Children Safe in Education (KCSiE).

Where a volunteer will engage in Regulated Activity or work from a Specified Place regularly, an Enhanced DBS check with Child Barred List information will be applied for.

Vetting Processes by Role Type

Below is a non-exhaustive list of the Foundation's usual practice in relation to vetting processes for its current voluntary roles:

DofE Students

DofE students are children / young people, aged 18 and below and therefore are not subject to vetting processes.

Students aged 19+

Student volunteers aged 19+ would not usually undergo vetting processes, unless they are engaging in Regulated Activity or providing concert/event supervision support.

Café Volunteers

Volunteers for the FMYM café will not be formally vetted, however this policy and the Foundation's Code of Conduct does apply to these roles.

Office Support Volunteers

MMF's office is in a primary school, which is a Specified Place. Therefore, any volunteer working regularly from the office (more than 3 times in a period of 30 days), will undergo the Foundation's full Safer Recruitment process, including obtaining an Enhanced DBS with Child Barred List check.

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Concert/Event Pupil Supervision Volunteers

Vetting process for volunteers that will engage in pupil supervision on a one-off or infrequent basis (i.e. not in Regulated Activity):

- a. ID Check
- b. Enhanced DBS with Child Barred List (if required e.g. due to BOPA)
- c. Child Protection & Safeguarding briefing videos
- d. Volunteer to read KCSiE Annex A
- e. Online Searches
- f. Volunteer to complete New Starter Form
- g. Declarations to be received: criminal history, childcare act (if relevant), overseas police check, Prevent.

Other Voluntary Roles

Vetting requirements for other voluntary roles will be decided upon by the Chief Executive and members of the Senior Leadership Team, based on an assessment of the type of activity. Any voluntary role that involves engaging in Regulated Activity or working regularly from a Specified Place will require the adoption of the Foundation's full Safer Recruitment process.

Information to be Shared with Volunteers Upon Induction

Induction information will vary depending on the type and level of the voluntary role, however the following items should always be considered:

- MMF's Child Protection & Safeguarding policy and process
- Policies & procedures: Health & Safety, Fire and Emergency, Code of Conduct, IT (where applicable), Data Protection, and any other policies or procedures relevant to the role
- Information about key staff, including the Designated Safeguarding Lead
- Role descriptor / briefing document relating to the volunteer's responsibilities
- On site visit / walkaround ahead of any event, if possible
- Face to face induction meeting with a senior member of staff

It is common practice at MMF for new staff / volunteers to be assigned an 'induction buddy', someone to act as an informal guide or sounding board whilst they acclimate to their new role.

Induction activities should be proportionate to the type and commitment level of the role.

Ongoing Supervision & Support

Volunteers will be given a designated contact on the Core Team, who will act as their main point of contact and provide them with ongoing supervision and support, as required.

Supervision of Under 18s

Volunteers aged 18 and under must be appropriately supervised by a member of the Core Team as would be the case for any child / young person in the care of MMF.

Termination of Voluntary Roles

The Foundation retains the right to terminate any voluntary role summarily and without notice.

Policy Review

This policy will be reviewed annually and in response to any relevant legislative changes.

October 2025