

Volunteer Policy

Seagull Media House CIC

Last Updated: 2nd December 2025

Approved by the Board of Directors

1. Introduction

Seagull Media House CIC (“the Company”) recognises the valuable role volunteers play in supporting our mission to empower underrepresented individuals in the entertainment industry. Volunteers help deliver workshops, productions, events, outreach programmes, and operational support.

This policy outlines how we recruit, manage, support, and safeguard volunteers while ensuring clear boundaries between voluntary roles and paid work.

2. Status of Volunteers

Volunteers:

- Are not employees or workers
- Are not obliged to provide work
- Are not guaranteed paid roles or future employment
- Do not receive a wage or salary

Volunteers may receive reimbursement of reasonable expenses (see Section 10).

Participation is voluntary and can be ended at any time by either party.

3. Equal Opportunities and Inclusion

Volunteer opportunities are open to all communities and will not discriminate based on protected characteristics under the Equality Act 2010.

We particularly welcome volunteers who reflect underrepresented voices in the arts and creative industries.

Adjustments will be made, where reasonable, to support accessibility.

4. Recruitment and Onboarding

Volunteer recruitment may include:

- Expression of interest or application
- Informal interview or suitability conversation
- Reference checks (where relevant)
- Role briefing or induction

Volunteers working directly with children or vulnerable individuals may also require DBS checks.

All volunteers will receive:

- Role description
 - Relevant training or briefing
 - Contact details for support
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5. Volunteer Roles and Expectations

Volunteers may support areas such as:

- Events, workshops, and productions
- Digital content and media support
- Admin and outreach
- Mentoring assistance (not delivery)

Volunteers must:

- Act in line with Company values and safeguarding principles
 - Follow staff direction and venue rules
 - Communicate any concerns or issues promptly
 - Maintain boundaries and confidentiality
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6. Safeguarding and Conduct

Volunteers must follow:

- Safeguarding Policy
- Code of Conduct
- Equality, Diversity & Inclusion Policy
- Data Protection Policy

Volunteers must not:

- Work alone with minors
- Handle sensitive data without authorisation
- Present themselves as Company staff unless authorised

Concerns about conduct may result in ending the volunteer relationship.

7. Supervision and Support

All volunteers will have a named point of contact or supervisor responsible for:

- Clarifying expectations
- Providing instructions and guidance

- Ensuring safe working conditions

Regular check-ins may be arranged for ongoing roles.

8. Training

Where necessary, volunteers may be required to complete:

- Safeguarding induction
- Health & Safety training
- Venue-specific or role-specific briefings

Specialist roles (e.g., technical, workshop support) may require additional training.

9. Insurance and Liability

Volunteers are covered under the Company's public liability and employer's liability insurance while acting on authorised activities.

Volunteers must not use personal equipment unless authorised and risk-assessed.

10. Expenses

Volunteers may claim reimbursement of reasonable, pre-approved expenses such as:

- Travel within agreed limits
- Meals during long activities
- Materials purchased on behalf of the Company

Expenses must be claimed with receipts and in accordance with the Financial Procedures Policy.

11. Transition to Paid Work

Volunteering does not guarantee paid work.

Where volunteers apply for paid roles, recruitment will be fair and separate from volunteer duties to prevent exploitation.

12. Ending a Volunteer Role

Volunteers may step down at any time with reasonable notice.

The Company may end volunteer arrangements for:

- Misconduct or policy breaches
- Inappropriate behaviour
- Safeguarding or safety concerns
- Project or organisational changes

An exit conversation may be offered to gather feedback.

13. Review of Policy

This policy will be reviewed annually or sooner if required due to legislative changes, organisational growth, or sector guidance.

14. Approval

Last Reviewed: 2nd December 2025

Next Review Due: 2nd December 2026

Approval from Director(s):

Name: Kieran Lomas

Signature: 
Signed by:
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Approval from Advisors:

Name: Marina Oliveira

Name: Jasmine Woodard-Harris

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