

Procedures for Recruiting Volunteers for Gloucestershire Archives at the Heritage Hub

Gloucestershire Archives will actively recruit volunteers from a wide range of backgrounds, to reflect the diversity of the communities that it serves.

Each potential volunteer will be asked to **complete an application form** and will be invited to an informal meeting with the Archives Development Manager. This is to ensure that they are correctly placed within a volunteer role, and that they understand and are happy with the arrangement.

Volunteers are expected to provide **two character references** before they begin volunteering.

The volunteer and the Archives Development Manager will sign a **volunteer agreement** before the volunteering activity begins. It sets out what Gloucestershire Archives and the volunteer can expect from each other. It also contains an outline of the specific tasks to be undertaken. This agreement is binding in honour only and is not a legally binding contract, nor a contract of employment. The volunteer agreement is part of the Volunteer Handbook.

Each volunteer whose role may on occasion include working with children, young people or vulnerable adults, will have a **DBS check** (Disclosure & Barring Service). A criminal record will not necessarily prevent someone from volunteering, but may affect the type of role they are offered.

Volunteers will be asked to commit to an **initial volunteering period of (up to) three months**, during which time both the volunteer and Archives Development Manager can assess whether the volunteer is suited to the role. At the end of this time the placement can be extended by mutual agreement, or terminated by either the volunteer or by Gloucestershire Archives at the Heritage Hub.

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