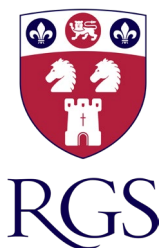




**RGS ARCHIVES
VOLUNTEER
POLICY**



RGS



ARCHIVES VOLUNTEER POLICY

Newcastle upon Tyne Royal Grammar School

POLICY OVERVIEW

RGS is committed to involving volunteers in the work of our Archive service. We understand the mutual benefits of volunteering both to our school and to volunteers; it can strengthen our links with current students, staff, Old Novos and the wider school community, as well as providing an important extra resource. Volunteers can gain valuable learning experiences, enhanced skillsets, and an opportunity to help preserve our school's history.

This policy will set out how RGS Archives will involve and manage volunteers, as well as guidelines for volunteers working in the Archive.

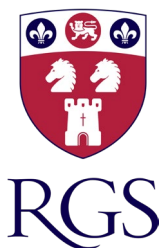
PRINCIPLES:

- A volunteer is a person who undertakes voluntary work on behalf of RGS Archives and recognises the work is unpaid, undertaken by choice and undertaken without the expectation of favour.
- We recognise the great value volunteers contribute to the Archive, by giving their time and sharing their knowledge and skills.
- We will do our best to ensure that there are regular volunteering opportunities in the archive, subject to capacity.
- We understand that volunteers are not engaged on a contractual basis, therefore are not obliged to undertake a particular task. Nor are RGS Archives obliged to offer particular tasks to specific volunteers.
- We recognise that volunteer work complements the work of paid, employed staff, and is not a substitute for this.
- The volunteer recruitment process and safeguarding procedures will be conducted as set out by the [VOLUNTEER REQUIREMENTS](#) and [SAFEGUARDING POLICY](#).
- Volunteering can be on a 'one-off' basis, or a regular arrangement.
- The days and hours of the voluntary work are to be agreed upon in advance with the Archivist. Volunteers may only attend on prior arrangement, on days when the Archivist is in work, must sign in at reception and be accompanied to the Archive.
- A record will be kept of the hours that volunteers work and tasks completed, to inform future priorities, measure volunteer impact and where for example references are requested.
- Volunteers will be given training on any tasks (see below) and must comply with the Archive Policies which will be covered in this training.
- Volunteers will be supervised by the Archivist at all times whilst in the school and working in the archive.

INDUCTION AND TRAINING:

All volunteers will be provided with an induction on commencement of their voluntary activity. This will include:

- A tour of the Archive, their working area, and facilities.
- Health and safety information, including fire exits and first aid supplies.



- Arrangements for working in the Archive, including what to do if you cannot attend a session.
- Archives handling training, following the separate guidance: [USING ARCHIVES: HOW TO KEEP OUR COLLECTIONS SAFE](#).
- Any other training relating to the specific volunteer project involved.
- Regular volunteers may also be required to undertake DBS checks, and subsequent safeguarding training to maintain DBS approved status.

The Archivist will retrieve all of the archive material from storage areas for use by volunteers. Only designated persons may remove material from the shelves/storage areas.

VOLUNTEERING TASKS:

Volunteer projects at RGS Archives may involve the following types of task:

- Cataloguing and listing archives and books.
- Preservation packaging of material.
- Sorting and organising material.
- Project research.
- Digitisation of records.
- Supporting exhibitions and events.

The Archivist will consult with volunteers before starting, to find out more about their interests, skills and experience. This will help with establishing what kinds of projects the volunteer will get involved with. For student projects, the Archivist may also discuss requirements with appropriate teaching staff.

ONGOING SUPPORT:

Volunteers will have regular progress meetings with the Archivist, where they can also discuss any issues or concerns they may have.

Volunteers who are working towards an award or career in the archive or heritage sectors, will receive appropriate support (for example, references).

TERMINATION OF VOLUNTEERING:

When moving on from their role at RGS Archives, volunteers may be asked to provide feedback on their time here. This will be used to inform future volunteering plans and procedures.

REVIEW

This policy will be reviewed annually.

CONTACT DETAILS

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