



www.mvt.org.uk

The Military Vehicle Trust

VOLUNTEER POLICY

Thank you for your interest in volunteering. We are pleased we can offer volunteers a creative, friendly and positive atmosphere as well as an opportunity to develop new skills and see some excellent historic military vehicles, artefacts and displays at our events.

The Military Vehicle Trust

The Military Vehicle Trust (MVT) is established for the public benefit and to advance the education of the public without distinction of ability, sex, sexual orientation, race or political, religious or other opinions. The charity's objects are specifically restricted to the following:

- The Trust is established for the purpose of restoring and preserving military vehicles of historical interest and the preservation of books, drawings, records, documents, sound and visual recordings, films, photographs and other media and ephemera relating to such vehicles, their history and development, and promoting and encouraging the same aim in others.

In furtherance of the above objects but not otherwise the directors shall have the power to:

- To organise, sponsor and support military vehicle and such other shows and events and encourage the appearance of historic military vehicles at public events and shows for the provision and stimulation of information, education and interest in such vehicles.

Statement of intent

This policy provides information and guidance on the arrangements with regards to people who have volunteered their services to the Military Vehicle Trust.

A volunteer is an individual who offers their time and services, for which no remuneration is paid. The Military Vehicle Trust endorse a pro-active approach in developing a partnership with volunteers and special interest groups, where their activity complements that of the Military Vehicle Trust. It is recognised that the contribution of volunteers enhances and provides a direct link with the wider community.

The officers, trustees, managers, area administrators and members of the Military Vehicle Trust have the responsibility to ensure that the principles recognised in this statement are followed and to promote a positive relationship with volunteers based on good practice.

Volunteer recruitment

Anyone can apply to become a volunteer at a Military Vehicle Trust event. Responsibilities will be clearly defined in a written role description and all event officials must be in agreement with the placement of volunteers in the area in which they will be deployed.

Potential volunteers who refer themselves to the Military Vehicle Trust will have an interview arranged with the event manager.



www.mvt.org.uk

The Military Vehicle Trust

VOLUNTEER POLICY

The recruitment process will include:

- Confidentially Statement
- Safeguarding Statement
- Enhanced Disclosure and Barring check (subject to role requirements)
- Safeguarding Children and Vulnerable Adult Interview
- Appropriate trial period to review progress

Honest feedback after interview or after the trial period will be given if the volunteer is unsuitable for the role, where possible, realistic alternatives will be considered with the help of the event manager.

Training, Support & Insurance

- An induction will include Safeguarding and Health and Safety training. Additional training will be given as appropriate to the role, as and when required
- The Military Vehicle Trust event manager will provide sufficient contact with the volunteers to maintain a relationship and an overview of their service with, where necessary, the provision of additional support from other event officials
- All registered volunteers are covered by the Military Vehicle Trust Employer's Insurance whilst participating in an event

Health and Safety

- The Military Vehicle Trust is committed to health and safety at all our events
- Volunteers will be provided with any information, training or equipment they need to remain safe
- Volunteers are expected to remember their duty of care to themselves and towards people around them, and not act in a way that may cause risk
- Volunteers may access the Military Vehicles Trust's Health and Safety Policy and all other policies through the event manager or our website at: <https://www.mvt.org.uk/policies>

Our promise

- Volunteers are welcomed as valued contributors to the activities of the Military Vehicle Trust
- Volunteers are clearly instructed and fully supported in all activities
- Volunteers are consulted about the event environment and working practices, where appropriate
- Volunteers are able to develop skills of particular interest to them, where this is appropriate and complies with our Health and Safety policy



www.mvt.org.uk

The Military Vehicle Trust

VOLUNTEER POLICY

- Volunteers are kept up to date with the Military vehicle Trust's activities and plans
- Volunteers are able to participate in events flexibly to suit their needs and other commitments
- Volunteers are part of the social element of the Military Vehicle trust, and are included in special events and celebrations

Equality and Diversity

- The Military Vehicle Trust is committed to preventing discrimination, valuing diversity and achieving equal opportunities for its members and volunteers
- There is no equality of opportunity if differences are not recognised and valued

We ask all volunteers to

- Respect the Military Vehicle Trust's positive approach to equality and diversity and our aim to keep any form of harassment and discrimination from our all our activities
- Respect each other and our different roles and responsibilities, demonstrating a cooperative approach to team working
- Treat all visitors to an event with courtesy and consideration
- Comply with Health and Safety guidance and policy
- Respect the event site and its contents, with consideration for security of property and the safety of oneself and others
- Seek guidance from the volunteer coordinator if there is any uncertainty about activities or expectations
- Ensure they can be identified by visitors as a Military Vehicle Trust volunteer or steward during public events

Volunteer Responsibility

- It is imperative volunteer cover is maintained at all times with regards to the relevant activity. It is therefore important that if a volunteer is unable to attend an event on the times and days agreed, that the event manager is informed in sufficient time to enable alternative arrangements to be made

Dress Code

- Smart casual
- Sensible shoes (due to possible uneven surfaces)
- Volunteers will be issued with a volunteer badge and high visibility vest, which must be worn whilst actively undertaking the designated role at an event



The Military Vehicle Trust

VOLUNTEER POLICY

www.mvt.org.uk

Concerns and complaints

- If you have any concerns or complaints please raise these verbally, in the first instance, with the event Volunteer Coordinator
- If your concern or complaint involves the Volunteers Coordinator, follow the guide lines in our Complaints Policy – see: <https://www.mvt.org.uk/policies>
- We will work to address your concern in good time, depending on the complexity of the situation

Confidentiality & Data Protection

Volunteers are bound by the same confidentiality requirements as Military Vehicle Trust officers, trustees, managers, area administrators, and members.

Any data held by the Military Vehicle Trust relating to a volunteer is held in accordance with the General Data Protection Regulation (GDPR) 25th May 2018.