

Gwyl Fwyd CAERNARFON Food Festival

Volunteering Policy

1. Introduction

Gŵyl Fwyd Caernarfon Food Festival is a local volunteer-run group based in Caernarfon, formed to organize and manage a free food festival each May. Regular fundraising events are held throughout the year, contributing to the cohesive community of the town.

Volunteers are the heart of Gwyl Fwyd Caernarfon, playing a critical role in delivering an inclusive and engaging festival experience. They help create a welcoming environment for all attendees and ensure the success of our events.

We are committed to involving volunteers directly within our organisation to:

- Serve as members of our steering committee or sub-groups.
- Assist with festival day operations and other events.
- Bring diverse skills and perspectives to our work.
- Help manage and publicise events that promote Gŵyl Fwyd Caernarfon and its community.
- Foster connections within the local community through food, culture, and entertainment.

2. Principles

Gwyl Fwyd Caernarfon Food Festival:

- Recognises that volunteering benefits volunteers, festival attendees, and the wider community.
- Ensures that volunteers are integrated into the organisational structure and can contribute meaningfully to its work.
- Commits to providing volunteers with satisfying and development-oriented roles, supported by appropriate training.
- Acknowledges that managing volunteers requires clear, designated responsibilities within the organisation.
- Will not ask volunteers to undertake tasks they are uncomfortable with.
- Strives to involve volunteers from a wide range of backgrounds and ensure volunteering opportunities are accessible to all.
- Encourages sustainable and environmentally friendly practices within all volunteering activities.

3. Recruitment

Volunteer recruitment is open to all sections of the community and aligns with our Equal Opportunities Policy.

Recruitment Process:

- Prospective volunteers will be invited to an informal discussion to learn more about the festival and their potential role.
- A standardized checklist will ensure all applicants receive consistent and relevant information about available opportunities.
- Volunteer roles will undergo risk assessments.

Safeguarding:

For roles involving regulated work (e.g., care-giving or sustained contact with children or vulnerable adults), volunteers will be required to join the Protection of Vulnerable Groups (PVG) Scheme. Disclosure records will be managed confidentially and will not necessarily disqualify a volunteer from participation.

4. Induction and Training

Volunteers will receive a tailored induction, including:

- An overview of Gwyl Fwyd Caernarfon's mission, values, and key activities.
- Role-specific training, covering responsibilities, health and safety procedures, and festival logistics.
- Guidance on sustainable practices to align with the festival's environmental goals.

5. Support

Each volunteer will be assigned a named contact person who will:

- Provide regular support
- Address concerns and facilitate emotional support for demanding roles.
- Maintain open communication to ensure volunteers feel valued and supported.

6. The Volunteer's Voice

Volunteers will be actively consulted on decisions that affect their roles. Mechanisms for feedback include:

- surveys to gather insights and suggestions.
- Group feedback sessions during and after events.
- Transparent updates on how volunteer input has influenced festival planning and operations.

7. Records

Minimal and confidential records will be maintained on volunteers, including:

- Registration forms and references.
- Placement details and emergency contacts.
- Correspondence and relevant role-related information.

8. Expenses



Volunteers can be reimbursed for out-of-pocket expenses, such as:

- Travel costs.
- Meals during shifts exceeding a specified duration.

Reimbursement must be agreed upon in advance. A clear and accessible expense claim process will be shared with all volunteers.

Insurance

Volunteers will be covered by the festival's public liability and personal accident insurance while carrying out agreed duties.

10. Health and Safety

Gwyl Fwyd Caernarfon is committed to ensuring the health, safety, and welfare of all volunteers. This includes:

- Providing health and safety training during induction.
- Sharing emergency procedures and contact information.
- Taking proactive steps to identify and mitigate potential hazards.

11. Equal Opportunities

Volunteers and staff will work in accordance with the Equal Opportunities Policy to prevent discrimination on any grounds. Accommodations will be made to ensure accessibility and inclusivity.

12. Endings

When a volunteer moves on, they will be invited to complete an exit questionnaire to provide feedback on their experience. They may also:

- Participate in a discussion about their responses to improve the volunteering program.
- Request a reference based on their contributions to the festival.

13. Recognition and Appreciation

The contributions of volunteers will be celebrated through:

- Public acknowledgments at events and on social media.
- Thank-you gatherings or small tokens of appreciation.
- Opportunities for volunteers to share their stories and experiences.

14. Monitoring and Evaluation

The effectiveness of the volunteering program will be systematically reviewed bi-annually by designated team members. Metrics such as volunteer retention, feedback scores, and event success will inform improvements to this policy and volunteer



management practices.

Date of Last Review: 26/02/2025

