

ART SHAPE



VOL UNT EER

INDUCTION BOOKLET

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ART SHAPE

Art Shape runs a countywide programme of arts courses and projects with a specific focus on disability issues and social inclusion.

Providing opportunities for adults and children facing disabling barriers.

We are passionate about supporting and enabling people to realise their creative and learning potential.

Art Shape brings diverse groups together to work on projects and get involved in community events.

We provide provision to meet the specific needs of individuals, communities and organisations and directly engage people through the arts.





WHAT WE DO

We offer training for professionals and non-professionals in inclusive arts facilitation.

Art Shape is a founding member of Create Gloucestershire and works to inform policy and strategy both locally and nationally

The team work with individuals, groups, communities, organisations and partners to promote everyone's right to creative experience as well as identifying gaps in provision and designing programmes of work to bridge these gaps

Art Shape provides bespoke training courses and information, advice and progression guidance to aid personal and professional development in the arts

FOR YOU

We are committed to offering opportunities to people who volunteer their time to support our work. Volunteers will be offered training, support and personal development opportunities.

This volunteer booklet is designed to provide the information you might need. However we will talk to you throughout your volunteer placement and encourage you to contact us if there is anything you want to discuss.

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IT HAS
INSPIRED ME
PERSONALLY
IN MY OWN
ART WORK
AND
IMPROVED MY
CONFIDENCE

”

OPPORTUNITIES

As an Arts charity we rely on the help of volunteers to support us in our work, there are a number of opportunities for volunteers to get involved with Art Shape,

COURSES

Art Shape run numerous Adult Education courses around the county, these might be performance or art and craft related. As a volunteer on a course you would be there to support the tutor, assistor, and learners with the task at hand. This can be a very rewarding role supporting staff and helping learners to build on their skills and learn new ones. This is also a great way to build on your own skills and to learn new ones.

MARKETING

We run numerous courses and projects, along with exhibitions and events which all need promoting! We would need capable volunteers to help distribute promotional flyers/prospectus in local areas , be able to use social media accounts and have some experience with using Apple Mac (creating and amending flyers)

PROJECTS

There are often a number of projects running throughout the year and these vary widely as to what they involve and who you would be working with. Some of most recent projects include:

Street Life - a holiday club for ages 14-25 where the participants took part in lots of street art related activities and even created their own piece of street art in Cheltenham.

Gloucester Carnival - Art Shape worked with a variety of Gloucester community groups to make fantastic costumes for the carnival parade

Art Bridge - An Arts Council funded project which supported a number of emerging disabled artists to develop their practice through mentoring, workshops, studio space and a touring exhibition.





CONNECTIONS CONCERTS

These concerts are run quarterly and take place at the Cheltenham Town Hall. The concerts are highly inclusive and accessible for all. These concerts have been running for over 20 years and continue to provide the opportunity for local bands to perform in front of a lively audience, who just love to get up and dance. We are looking for a volunteer who has the skills to co-ordinate the events, book bands for the shows and create marketing materials with the help and support of the team here at Art Shape.

EXHIBITIONS AND EVENTS

Art Shape hold exhibitions throughout the year at different venues around Gloucestershire. These are busy times and we always need help with documenting, mount cutting, printing, framing artwork, setting up and invigilating. Why not get involved and support emerging artists.

GET INVOLVED WITH YOUR
COMMUNITY

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DEVELOP NEW SKILLS OR BUILD ON
EXISTING ONES

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BE CHALLENGED

.

GIVE SOMETHING BACK

.

MEET NEW PEOPLE

.

MAKE A DIFFERENCE

.

TIME WELL SPENT

.

A REWARDING EXPERIENCE

VOLUNTEERING WITH US

The staff at Art Shape are more than happy to give you information about further volunteer opportunities, job prospects or joining any of our classes.

We are also able to offer personal guidance sessions. You can sit down with a member of the Art Shape team, receive informed advice and discuss personal or career development. This doesn't have to be formal or take place in the office, it could just be a chat over a coffee

There a number of training opportunities for volunteers, some specific to volunteering as a whole and others tailored to the class you are assisting with. A volunteer training course would help you get the most out of your volunteer experience and would also give you the knowledge to go onto other opportunities. This course would cover general knowledge such as health and safety, safe guarding and good practice, but would also give you information to get the most out the opportunity and how to support the tutors and learners to the best of your ability. This course may include placements in different volunteering situations.

EQUALITY

Art Shape recognises equality and the value of all people and are committed to acting in this belief through all internal policies and practices, and in external relations with other agencies. A copy of the Equal Opportunities Policy is available in the Art Shape office and can be provided upon request.

We welcome volunteer applications from anyone with a disability and will work with you to establish support and access needs.





POLICIES

We need to know your availability for volunteering, but it is possible that Art Shape may not have any appropriate opportunities within your timescale or ours. However we will do our best to find you an appropriate position.

The names and contact details of two individuals that can be contacted for references are required - they must not be from a relative.

To ensure that Art Shape is able to provide you with suitable volunteer work, please let us know of any access or support needs you may have.

Art Shape tries to ensure all activities take place in accessible venues. The Art Shape office is accessible and has an adapted washroom.

Volunteers must adhere to Art Shape's Health and Safety Policy. It is the responsibility of everyone involved with Art Shape.

It is essential that Art Shape has an emergency contact number for you, should you become unwell.

Please contact Art Shape if you are unable to attend a scheduled meeting or event as soon as possible, the earlier you are able to tell us the quicker we can arrange cover.

Art Shape Ltd is insured with Hiscox Insurance and volunteers are covered by Public and Employers Liability Insurance. Art Shape Ltd agrees to Insure on behalf of the Volunteer.

All of Art Shapes volunteer's will potentially be exposed to confidential information. This may be anything from the personal details of learners to information shared in our classes. It is important that people feel confident about giving us information and that we respect confidentiality. Volunteers will be asked to sign a confidentiality statement.

Art Shape Limited reserves the right to cancel any agreement with a volunteer without due notice in the event of serious misconduct in accordance to the Disciplinary and Grievance Policy held at the office or due to unsatisfactory references.

DISCLOSURE

Volunteers will need an Enhanced Disclosure which can be obtained via Art Shape. There will be no charge for this and it can take up to 8 weeks to go through. An Enhanced Disclosure (DBS) is a form that you fill in which then goes to the Criminal Records Bureau. The point of this form is to ensure that any vulnerable adult that Art Shape works with is safe. Any information that comes up regarding a conviction or criminal offence will be kept fully confidential.

The disclosure of a criminal record, conviction or caution does not necessarily mean you are unsuitable for volunteering unless the management team at Art Shape consider that the above renders you unsuitable. When making this decision, the management team will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors that may be relevant. Failure to declare a conviction or caution may, however, disqualify you from becoming a volunteer, or result in dismissal if the discrepancy comes to light.





EXPENSES

When working as a volunteer you may need to claim for expenses, you will need to fill in an expenses form and return it to the office before the 21st of every month. Blank forms can be obtained from the Art Shape office or the volunteer coordinator.

It is important to retain receipts– No expense claims can be made without them.

Travel expenses for public transport can be claimed at a maximum of £10.00 per day, except if otherwise agreed with Art Shape. Receipts must be kept for payment.

Car travel can be claimed at a rate of 40p per mile to a maximum of 25 miles. You must include the postcodes of your starting and finishing position on your expenses form.

Car park fees may be claimed but only when agreed first by Art Shape and dependant upon circumstances. Receipts must be kept for payment.

If you work for more than 4 hours, Art Shape will pay a lunch allowance not exceeding £2.00. Receipts must be kept for payment.



NOTIFYING

It is the responsibility of volunteers to ensure they notify the relevant agencies that they intend to start voluntary work.

You must inform the relevant agency of your voluntary work if you claim the following:

- Jobseekers Allowance
- Tax Credit
- Incapacity Benefit
- Disability Living Allowance
- Attendance Allowance
- Housing Benefit
- Council Tax Benefit
- Invalid Care Allowance

(For further advice, call the Citizens Advice Bureau, The National Centre for Volunteering, Information Service or the Benefits Agency.)

If you have any questions or need more information about Art Shape's volunteering policy, please contact the office where we will be happy to assist you.



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I ENJOYED MEETING THE DIFFERENT ART TEACHERS AND PARTICIPANTS, LEARNING ABOUT DIFFERENT PEOPLE'S JOURNEYS THROUGH MENTAL HEALTH AND HOW CREATIVITY HAS HELPED THEM.

I'VE GAINED AN UNDERSTANDING OF HOW IMPORTANT THESE GROUPS ARE TO PEOPLE, IN BEING ABLE TO HAVE A SAFE SPACE TO BE CREATIVE AND SPEND TIME AWAY FROM JUDGEMENTS AND THEIR TROUBLES AND WORRIES.

IT HAS BEEN AMAZING BEING ABLE TO WORK WITH PEOPLE PAST THEIR OWN DOUBTS ABOUT THEIR ABILITIES, TO GIVE THEM CONFIDENCE AND PRIDE IN WHAT THEY ARE CAPABLE OF CREATING

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FEEDBACK

Art Shape welcomes feedback from our volunteers, we love to hear about your experiences during your time volunteering with our organisation

We encourage volunteers to give us feedback at anytime during their employment with Art Shape. We also ask that before you leave, you fill out a feedback form telling us about your experience.

Your feedback may be featured anonymously on our website or promotional material.



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I AM SO PROUD AND GRATEFUL TO ART SHAPE FOR EVERYTHING YOU HAVE TAUGHT ME AND THE TRUE ETHOS THAT ART SHAPE HOLDS AND IMPLEMENTS AND I WILL ENDEAVOUR TO CARRY THIS WITH ME FOR THE REST OF MY LIFE.

THANK YOU FOR ALL OF YOUR TIME AND SUPPORT, ART SHAPE IS A GREAT ORGANISATION AND I AM PROUD TO HAVE BEEN A PART OF IT AND I THANK YOU FOR THIS OPPORTUNITY

”



ART SHAPE

Brockworth Court Farm
Court Road
Brockworth
Gloucester
GL3 4QU

01452 863855
volunteer@artshape.co.uk
www.artshape.co.uk

www.facebook.co.uk/artshape
Twitter: @artshape
Instagram: @artshape_glos

CHARITY NUMBER: 1023920, REGISTERED IN ENGLAND AND WALES: 02699644

