



Face Front Inclusive Theatre

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Volunteer Induction and Policy

Face Front Inclusive Theatre (FFIT/Face Front) exists to create original, ground-breaking inclusive theatre with a company that includes disabled, neurodiverse and diverse arts. The company produces professional, entertaining and challenging multi-layered theatre, through its Theatre in Schools, Participation and Training programmes.

This policy is to support the fair, equal and consistent treatment of volunteers. In line with this mission Face Front seeks to involve volunteers to:

- Ensure our services meet the needs of our clients
- Provide new skills and perspectives
- Increase our contact with the local community we serve.

Principles

This Volunteering Policy is underpinned by the following principles:

- Face Front will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to Face Front's work
- Face Front does not aim to introduce volunteers to replace paid staff
- Face Front expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work
- Face Front recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.

Practical guidelines

The following guidelines deal with practical aspects of the involvement of volunteers. More detailed information, including copies of the various documents is provided in Face Front's policies see list at the end.

Recruitment

All prospective volunteers will be interviewed to find out what they would like to do, their skills, suitability and how best their potential might be realised.

Inclusion Through Theatre

Patrons: Mat Fraser | Josette Bushell-Mingo OBE | Rachel Denning | Doris Jiagge
Aditya Chakrabortty | Onjali Rauf MBE | Joseph Adelakun | Jamie Beddard

Face Front Inclusive Theatre is a company limited by guarantee.
Registered in England and Wales No.05154096. Registered Charity No.1116506.

Volunteer agreements:

- Volunteers, like all Face Front Employees and Trustees, will need to have an enhanced DBS certificate before they start working with us.
- Face Front welcomes volunteers who wish to undertake/develop different job roles and continually looks for a range of volunteers.
- Face Front will provide volunteers with a copy of this document and an agreement that outlines expectations specific to the voluntary role undertaken.
- Face Front will provide volunteers with relevant company policies.
- Face Front recognises the crucial role volunteers can play. We will utilise the time, abilities and knowledge of volunteers in order to extend and support and enrich the quality of provision we provide.
- Roles include but are not exclusive to: supporting workshops or performances, some administration, box office, support making/designing props and set and some drama roles.
- We are also keen to support and extend any appropriate specialist skills or interests so let us know and we will incorporate them wherever possible within the volunteer job role.
- Volunteers are not Face Front employees, but are acting on behalf of Face Front. We are responsible for ensuring that volunteers are appropriately recruited, supported, supervised and trained. They will have the same access to all support systems that any paid member of staff has.

Expenses

All volunteers will have agreed, reasonable travel and other expenses reimbursed. Volunteers working a minimum of five hours per day will be able to claim expenses for lunch.

Induction and training

All volunteers will receive an induction into Face Front and their own area of work. Training will be provided as appropriate. Where possible volunteers will be entitled to receive additional training on the same basis as paid staff.

Support

All volunteers will have a named person as their main point of contact. They will be provided with regular supervision to feedback on progress, discuss future development and air any problems.

The volunteer's voice

Volunteers are encouraged to express their views about matters concerning Face Front and its work.

Insurance

All volunteers are covered by Face Front's insurance policy whilst they are on the premises or engaged in any work on Face Front's behalf.

Health and Safety

Volunteers are covered by Face Front's Health and Safety Policy, a copy of which will be provided.

Face Front's performing arts groups



Equal opportunities

Face Front operates an EDI Policy in respect of both paid staff and volunteers. Volunteers will be expected to have an understanding of and commitment to our EDI Policy.

Problem solving

We aim to identify and solve problems at the earliest possible stage. The Grievance, Disciplinary, Bullying and Harassment Policy relates to complaints either by, or about, volunteers.

Confidentiality

Volunteers will be bound by the same requirements for confidentiality as paid staff.

Related Policies and procedures

This policy should be read alongside all our organisational policies:

Acceptable use of Computer Network, Internet and Email policy
Anti-Fraud Policy
Code of Conduct When Working In Schools
Confidentiality Policy
Conflict of Interest Policy
Data Protection Policy
Environmental Policy
Ethical Fundraising Policy
EDI Policy
Expenses Policy
Financial Procedures
Grievance, Disciplinary, Bullying and Harassment Policy
Health and Safety Policy
Minibus Policy
Photography and Filming Policy
Policy on Recruitment of Ex-Offenders
Safeguarding Child and Vulnerable Persons policy
Staff Review/Appraisal and Development
Training and Development Policy
Whistleblowing Policy

LAST REVIEWED

December 2025

REVIEW

June 2026

Face Front's performing arts groups

