



Scottish Culture and Traditions Policy Document

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| Policy name | Volunteer Policy |
| Purpose | To guide the recruitment and management of volunteers |
| Owner | SC&T Board ▾ |
| Contact | L. Harrington |
| Approved by | Board |
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Scottish Culture & Traditions Volunteer Policy

31 January 2026

1. Introduction

Scottish Culture & Traditions (SC&T) is run by people who love tradition and want to help everyone else appreciate the cultural heritage of Scotland.

Our aim is to promote awareness and growth of Scottish traditional music, song and dance, and to do so in a way which brings enjoyment, encouragement, enthusiasm and a sense of community.

Our tutors are all experienced in their subject and are enthusiastic about sharing their knowledge with others. SC&T also provides training for tutors and potential tutors.

Scottish Culture & Traditions Association is a Scottish Incorporated Charitable Organisation charity number SC027559.

2. Volunteers and Scottish Culture & Traditions

Scottish Culture & Traditions is a Scottish Charitable Incorporated Organisation (Charity number SC027559) and is organised and run by volunteers. The charity's Board is the backbone of the organisation and of course, are volunteers themselves.

The number of volunteers varies throughout the year depending on the teaching term times, but there are volunteers working within the organisation at all times of the year.

3. The role of the Board in delivering volunteering

The board is keen to encourage volunteers to be involved in SC&T at all levels of the organisation. The Board identifies opportunities for volunteers and is responsible for ensuring that they receive the right level of support in order that volunteering is experienced as a worthwhile, rewarding and fun activity by all involved.

4. Volunteer roles

A number of volunteer roles exist within the organisation depending on its needs.

Over the year tutors have to be booked and contracted, venues and events planned, finances have to be organised and audited and reports provided to

fundes and the Office of the Scottish Charity Regulator (OSCR). Workshops to educate and promote talent are organised and must be stewarded.

Increasingly SC&T needs to take advantage of the opportunities arising from new technologies and social media and volunteers with abilities in this area would be very helpful.

5. Matching the right volunteers to the right roles

The Board will develop induction processes which will identify the requirements of the various roles in a way which will encourage volunteers to offer their time to the organisation. These processes will seek to identify abilities and preferences to try, as far as possible, to match volunteers to suitable volunteer roles. SC&T will ensure that volunteers are supported and protected in their volunteering.

6. Equality, diversity and inclusion

SC&T believes that everyone in society is able to make a contribution to their community. As such, it is never our intention to discriminate on the grounds of ethnicity, gender, or level of ability. However, the needs of the organisation are such that not everyone who volunteers will be found to be suitable for any given opportunity.

7. Induction and training

Volunteers will be given a level of induction and training appropriate to the role that they are asked to carry out. Induction and training are processes that require continuous improvement. The Board is keen to ensure that volunteers are involved in and contribute to these processes.

8. Health & Safety and Insurance.

The board takes Health and Safety seriously and a series of risk assessments have been carried out to cover volunteering roles. We would also wish to stress that Health and Safety is everyone's responsibility and that we all need to ensure that we work safely and point out areas where Health and Safety may be compromised.

Appropriate insurance policies have been taken out for employer's and public liability.

9. Support

Volunteers can expect to be supported by an appropriate member of the Board or, where applicable, project manager. It is the responsibility of the Board to identify the support person for any individual volunteer.

Support can be especially important should a challenging situation arise in the course of working at any of the organisation's activities. If any volunteer feels that the person they are dealing with is in any way aggressive or abusive, they should immediately contact any member of the board. They do not need to wait for their identified support to become available.

10. Expenses

SC&T does not expect volunteers to be out of pocket due the roles asked of them. We will pay reasonable expenses to volunteers, provided those expenses are agreed in advance. SC&T has pro-forma for seeking appropriate recompense.

11. Confidentiality

SC&T respects a volunteer's confidentiality and will not use any data from volunteers for anything other than the purpose it was collected.

12. Thank You

The Board appreciates and values the efforts made by all the volunteers that contribute to the success of SC&T. We couldn't do it without them.

From time to time the Board will organise informal gatherings of volunteers to keep everyone updated on the progress made and future plans for the organisation. The aim is to engender a feeling that we are all in this together and that this **our** organisation.

13. Review

This Volunteering Policy will be reviewed annually in March each year.

Approved by the Finance and Admin sub-committee 31 January 2026