



Belmont Community Cinema Ltd.

Volunteering Policy

Document Control

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Introduction

Belmont Community Cinema has been established with the community at its centre, in the hope that it will be a cinema truly for all people in Aberdeen. We aim to be a destination where passionate individuals, valued partners, Trustees and empowered, dedicated volunteers and team members can all be brought together through our simple shared purpose to inspire, empower, enrich and improve the lives of the people of Aberdeen through the four pillars that underpin our mission: Film, Education, Community & Experience.

We strive to create an environment that is warm, welcoming, fun and feels just like home. By listening to the communities and people of Aberdeen, we will create a programme of film, education and events that reflect, challenge, excite, inform, and inspire our guests.

Our working culture will define us as not just a leader in our community but in the wider cinema and hospitality industries. Ultimately, our objective is to bring our community together through inspiring experiences that create memories that will last across generations.

One of the core ways we will bring the community together is through a robust volunteering programme, where individuals from all walks of life can join the team to develop or share their skills and expertise, co-create a true Community Space, and support our shared passion for cinema, art, and community.

This document outlines the Belmont Community Cinema Volunteering Policy, which is in line with Fair Working principles, industry best practices, and organisational values and priorities. This policy has been created to outline a clear framework from which the organisation can build a strong volunteering programme, built on mutual benefit for volunteers and the organisation.

Organisational Overview, Aims, Mission, Vision, and Values

Belmont Community Cinema Ltd. is a Company Limited by Guarantee (SC772886) and a charitable company (SC052867), regulated by the Scottish Charity Regulator (OSCR) and governed by a Board of Trustees.



The charitable aims of the organisation are the advancement of the Arts and Culture, and in furtherance of this, by:

- Procuring and operating for the public benefit the Belmont Cinema in the City of Aberdeen
- Promoting cinema screenings and other artistic events in the Belmont Cinema
- Promoting education, filmmaking, and training
- Working in partnership with other bodies to achieve the purposes

Our Mission, Vision and Values are central to our operations and ensure we remain relevant to the community we serve.

Vision

To inspire, empower, enrich, and improve the lives of the people of Aberdeen through Film, Community, Education & Experience.

Values

Empathy, Inclusivity, Humility & Fun

Our Mission, Vision and Values for The Belmont Cinema are built on four pillars:

- **Film**
- **Education**
- **Community**
- **Experience**

Our Commitment to Volunteers:

All volunteers will be treated with respect and regarded as members of the team. They will be given tasks and responsibilities appropriate to the roles they are volunteering for, including co-created and bespoke volunteering positions.

Volunteers will be recognised by the organisation for their support of The Belmont Community Cinema and celebrated for their meaningful contributions.



Belmont Community Cinema will uphold the [10 key principles outlined in the Volunteer Scotland](#) Volunteer Charter, and ensure that all volunteering opportunities follow the same tenets as the organisation's Fair Work and Diversity, Equity and Inclusion Policies.

Principles

1) Any volunteer activity is a freely made choice of the individual.

If there is any compulsion, threat of sanctions or force, then any such activity is not volunteering.

2) Volunteers should receive no financial reward for their time; however out of pocket expenses should be covered.

No one should be prevented from volunteering due to their income.

3) Effective structures should be put in place to support, train, and develop volunteers.

This also includes collaboration with paid workers.

4) Volunteers and paid workers should be given the opportunity to contribute to the development and monitoring of volunteering policies and procedures.

Including the need for policies that resolve any issues or conflicts that may arise.

5) Volunteers should not perform duties formerly carried out by paid workers.

Nor should they be used to disguise the effects of unfilled vacancies or cuts in services.

6) Volunteer roles should be designed and negotiated around the needs and interests of volunteers, involving organisations and wider stakeholders.

Finding legitimacy and avoiding exploitation through consensus depends on mutual trust and respect.

7) Volunteers should not be used instead of paid workers or undercut their pay and conditions of service.

Nor undertake the work of paid workers during industrial disputes.

8) Volunteers should not be used to reduce contract costs

Nor be a replacement for paid workers in competitive tenders or procurement processes.

9) Volunteers should not be used to bypass minimum wage legislation, nor generate profit.

- 10) **Volunteers and paid workers should be able to carry out their duties in safe, secure, and healthy environments free from harassment, intimidation, bullying, violence, and discrimination.**

Roles and Responsibilities:

This section outlines what the organisation and volunteers can expect from each other.

What Volunteers can expect from us:

- To provide a named person within the organisation who will meet with you regularly. This is the person you will go to for feedback, support, to discuss your volunteering and should difficult situations arise. Meetings may be arranged individually or as a group.
- To provide induction on the work of the organisation, its staff, your volunteering role, and the initial training you need to carry out your tasks.
- Act in accordance with Organisational Policies and Procedures, and current industry best practices.
- Help you to be aware of policies and procedures and be shown how to access them and adhere to them, including any necessary checks such as PVG/Disclosure or Right to Work,
- Revisit your Role Description as and when necessary, so that you are kept aware of any changes and are conducting tasks relevant to your role.
- Treat you with respect and consideration so you feel included and comfortable in your role.
- To resolve fairly any difficulties, grievances, or problems.
- To provide a safe and healthy working environment.
- To provide adequate insurance cover for volunteers whilst undertaking voluntary work on our behalf.
- Your personal details will be stored in accordance with current Data Protection laws and will be treated in the same way as information held on paid employees.
- Recognise your achievements in volunteering so that you feel appreciated and make available information about award schemes that you might want to undertake e.g. Saltire.



What we expect from volunteers:

- You will volunteer at the times agreed upon, or inform us if this is not possible.
- That you will abide by Belmont Community Cinema's policies, procedures, and standards.
- Perform your volunteering role to the best of your ability.
- Maintain confidential information in accordance with the organisation's confidentiality guidelines and data protection.
- To bring any concerns relating to your role to the Community Development Manager or Chief Executive Officer.
- To uphold the mission, vision, and values of Belmont Community Cinema, never acting in any way that may harm the organisation or bring it into disrepute, including in interpersonal and verbal interactions or on social media.

Recruitment and Selection:

Belmont Community Cinema will adhere to its EDI and Fair Work Policies when recruiting and selecting volunteers. All potential volunteers will be asked to complete a volunteer registration form. Written task descriptions will outline time, commitment, necessary skills, and actual duties. Where specific training is required, this will be highlighted as part of the recruitment process. Where there is a requirement for a Disclosure Check, this will be highlighted as part of the recruitment process. All volunteers will be required to provide two references. Where individuals cannot be placed, we will endeavour to refer them to another organisation that can support them in finding a volunteering opportunity.

All volunteers must be aged 18+ to be eligible to participate in our volunteering programme.

Support and Supervision

Once placed, we will expect volunteers to comply with existing policies and procedures. All volunteers are covered under The Belmont Community Cinema's Public Liability Insurance.

All volunteers will have an induction to their volunteering, which will involve an overview of the relevant policies and procedures. Following Induction, volunteers will have regular support and supervision meetings with a named contact to identify areas for development or to discuss any issues. A record of these discussions will be held as part of the individual volunteer's records. Volunteers can have access to their records at any time.



Volunteers are welcome to approach their line manager with suggestions, feedback and ideas at any time. Volunteers will also meet with the Community Development Manager twice annually, following the initial induction, for one-to-one sessions to check in with the volunteer. These sessions will allow a structured space for them to share their goals, ideas, and any concerns they may have to ensure a safe and fulfilling volunteering experience. The One-to-one session form can be viewed in Appendix 1.

Volunteers will be able to claim reasonable expenses for their volunteering in line with the Expenses Policy. Volunteers should discuss any planned expenditure prior to incurring these expenses to ensure that it will be covered by the organisation.

Where volunteers have holidays or other commitments which mean that they cannot attend their normal volunteering, they should advise their named contact to ensure that we can arrange alternative cover. If volunteers require a more extended break from their volunteering, they should discuss this with their named contact. Belmont Community Cinema will endeavour to be as flexible as possible to accommodate the needs of volunteers.

Volunteers can access learning and development opportunities which are relevant to their volunteering role throughout their time with The Belmont Community Cinema. Opportunities for Learning and Development will form part of the discussions at support and supervision sessions.

Problem Solving

Where a concern is highlighted – either by a volunteer or about a volunteer, this will be dealt with using the organisation's Disciplinary, Grievance and Dismissal Policy.

Responsibility

Overall responsibility for the implementation, monitoring and review of this Volunteering Policy and procedures lies with the Board of Trustees in consultation with the Community Development Manager. Implementation and adherence to this policy are the responsibility of all staff and volunteers within the organisation.



This policy will be reviewed annually, and where necessary, updates to it and any accompanying Volunteering Programme Infrastructure will be undertaken.

[Approved 1 July 2025, Signed Jacob Campbell, Board Chair]

[Date Due for Review: June 2026]



Appendix 1: One-to-One Rubric

Volunteer Name:

Date:

Topic	Discussion Points	Notes	Action
Review of last 1-2-1			
Updates/Current Situation			
Push Points and Challenges			
Questions/Comments			



Ideas/Suggestions			
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Date of Next 1-2-1: _____

Volunteer Goals:

- 1.
- 2.
- 3.