

# Dingle Literary Festival Volunteer Policy

The Volunteer Department at Dingle Lit is proud to provide an opportunity to volunteer for this dynamic and growing festival and to commit to international best practice. As such, the Department adheres to policies that ensure the health, safety and satisfaction of all Dingle Lit volunteers, staff, partners and visitors. We ask that all volunteers review this policy document as well as the Volunteer Code of Conduct and contact [volunteers@dinglelit.ie](mailto:volunteers@dinglelit.ie) with any questions. By signing the separate Volunteer Agreement 2022, volunteers recognise and agree to abide by these policies.

Volunteer Coordinator	Irene Flannery	086 1662562
Volunteer Email	<a href="mailto:volunteers@dinglelit.ie">volunteers@dinglelit.ie</a>	

## General Policies

1. Dingle Lit promotes inclusivity and diversity in its Volunteer Department and is proud to accept volunteers from all over the world. Dingle Lit does not discriminate on the basis of ethnic origin, religion, race, sexual orientation or identification, gender, socioeconomic status, age or ability.
2. Dingle Lit welcomes persons of 18 years and older to apply to be a volunteer for Dingle Lit Festival. Dingle Lit also welcomes persons aged 16-18yrs with written consent from parent/guardian.
3. The Dingle Lit Volunteer Department is compliant with the EU's General Data Protection Regulation (GDPR) and collects volunteers' personal data only for the purpose of carrying out the necessary activities of managing Festival volunteers and drawing up post-Festival reports. This data is processed by the Dingle Lit volunteer coordinator. Volunteers' personal data is never shared with other third parties unless with explicit consent from the data subject and/or if required by law.
4. Dingle Lit is not in a position to incur or reimburse any expenses for volunteers' travel, accommodation, visa fees or any other fees that may occur as a result of volunteering.
5. Volunteers are required to familiarize themselves with our health and safety policies and procedures and Child Safeguarding policies. Any questions may be directed to the Volunteer Coordinator (contact details above).
6. Volunteers working with children and certain vulnerable adults are required to be Garda vetted. This includes volunteers who are in a supervisory role with children and/or facilitating children's events. Garda vetting is initiated through by Dingle Lit Garda Vetting Officer and is processed through Kerry Volunteer Centre, in accordance with **disclosure of**

**information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.**

7. The Volunteer Coordinator reserves the right to refuse acceptance into the volunteer programme to anyone deemed unsuitable for volunteering for any reason.
8. Interaction between the Dingle Lit Volunteer Department and its volunteers is to remain professional and courteous at all times.
9. Volunteers are not permitted to consume alcohol while on duty. Smoking is permitted only on smoke breaks in designated areas.
10. In accordance with the Dingle Lit Grievance Policy, volunteers are encouraged to contact the volunteer coordinator with any complaints, questions or concerns using the email address and mobile numbers provided above. In the case that a grievance is with the volunteer coordinator, complaints, concerns or questions may be directed to the deputy volunteer coordinator, named above. Volunteers may also request a face-to-face meeting. If the volunteer wishes to remain anonymous, they may write to the Dingle Lit office address: Dingle Lit Festival CLG, Sleah Head Dr, Gortmore, Ballyferriter West, Co. Kerry, V92 KX38
11. Anyone who suspects wrongdoing on the part of Dingle Lit Festival, the Dingle Lit Volunteer Department or any of its committee members or volunteers has a legal right to report the issue without retaliation by these parties. Reports should be made to the Volunteer Coordinator or to another member of the committee team in good faith and without ill intention.

### **Application, Training and Certification**

- The minimum age for registered Dingle Lit volunteers is 16. No one under 16 will be accepted. Volunteers aged between 16 and 18 yrs of age will require parental/guardian consent.
- All volunteers must sign the Volunteer Agreement and provide contact details of an individual the Volunteer Department may contact in case of emergency.
- Volunteers must attend one induction evening, during which is offered critical training materials and other information necessary for satisfactory completion of volunteer duties. If a volunteer is not able to attend, online training will be made available.
- Volunteers who have satisfactorily completed their duties are entitled to a certificate upon request.