



VOLUNTEER POLICY & CHILD SAFETY CODE OF CONDUCT

Note – Cayman National Cultural Foundation at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice.

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1 CAYMAN NATIONAL CULTURAL FOUNDATION VOLUNTEER POLICY

1.1 Volunteer & Participants Policy

At the Cayman National Cultural Foundation (CNCF) we recognize the benefits that volunteers and participants bring to the organization. In return we hope to give volunteers an opportunity to share their skills in different environments and undertake new experiences to grow.

1.2 Status of the Volunteer and Participant

A volunteer is not a regular employee and will not have a contract of employment with CNCF. However, we insist that our volunteers and participants uphold a professional standard of conduct to ensure consistency, safety, and quality service regardless.

1.3 Volunteer and Participant Requirement

Depending on the event our volunteers and participants will need to have been certified in Darkness to Light, CPR, First Aid, or have references from previous volunteer activities. Volunteers and participants are additionally required to fill out the Volunteer Registration Form for CNCF which further outlines agreements and understanding that the individual agrees to.

1.4 Volunteer and Participant Training

All volunteers and participants will be provided with training for the event which consists of their responsibilities, times, and any additional information they will need to know to ensure the safety of themselves as well as the other people.

2 CHILD SAFETY CODE OF CONDUCT

All paid and unpaid staff, including students, volunteers, interns or trainees of CNCF are responsible for the safety and wellbeing of children and young people who engage with CNCF. All paid and unpaid staff are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

Students, volunteers, interns, and temporary staff will:

- Act in accordance with CNCF's Child Safety Code of Conduct at all times.
- Behave respectfully, courteously, and ethically towards children and their families and towards other staff.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety, and wellbeing of all children in CNCF.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- Involve children in making decisions about activities, policies and processes that concern them wherever possible.
- Contribute, where appropriate, to CNCF's policies, discussions, learning and reviews about child safety and

wellbeing.

- Identify and mitigate risks to children's safety and wellbeing as required by CNCF's Child Safeguarding policy.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with CNCF's Child Safeguarding policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by the *Children Law (2012 Revision)* and by CNCF's Child safeguarding policy and procedure on internal and external reporting.
- Comply with CNCF's protocols on communicating with children.
- Comply with the relevant legislation and CNCF's policies and procedures on record keeping and information sharing.

Students, volunteers, interns, and temporary staff will not:

- Engage in any unlawful activity with or in relation to a child.
- Engage in any activity that is likely to harm a child physically, sexually, or emotionally.
- Unlawfully discriminate against any child or their family members.
- Be alone with a child unnecessarily and without another member of staff present.
- Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to CNCF's activities.
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent
- Use inappropriate language in the presence of children or show or provide children with access to inappropriate images or material.
- Work with children while under the influence of alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed child harm or abuse.

Volunteer Registration Form – Cayman National Cultural Foundation



Become a Cayman National Culture Foundation (CNCF) Volunteer

The Cayman National Cultural Foundation is a non-profit organization established nearly four decades ago. CNCF is managed by arts professionals and governed by a Board of Directors, which comprises individuals from the public and private sectors who bring a diverse range of business skills and experience, as well as a passionate interest in arts and culture, ensuring sound fiscal and cultural policy management. CNCF is funded, for the most part, by an annual government grant through the Ministry of Youth, Sports, Culture and Heritage. Additional funding comes from corporate sponsorships, event ticket sales and rentals of the Harquail Theatre and Studio Theatre. CNCF also accepts charitable donations, which help to support its diverse programming.

The mission of CNCF is to stimulate, facilitate and preserve cultural and artistic expression generally, particularly the preservation and exploration of Caymanian performing, visual and literacy arts. One way that CNCF is able to do this is through the organization and facilitation of local festivals and events, for which volunteers are paramount to their success.

Volunteers are of great value to CNCF. Not only do volunteers help to from a fiscal standpoint by reducing costs of services, but they help to provide better service to stakeholders (visitors, residents, performers, sponsors, etc.), increase contact with the greater community and make available expertise needed by foundation staff. The CNCF Office is always looking for volunteers that are committed, energetic, creative, and willing to help fulfil the organization's objectives.

Volunteers play an important role to CNCF by:

- Providing information to stakeholders and visitors.
- Providing support during events (ticket sales).
- Assisting with administration duties.
- Assisting with event planning/logistics.
- Performing at various signature events including but not limited to Red Sky at Night.
- Assisting with fundraising activities and lots more.

Being a volunteer has many benefits:

- Increased self-satisfaction by participating in an enjoyable and rewarding experience.
- Increase your sense of connection to the community.
- Feel productive.
- Use your skills and share experiences, interests, and knowledge.
- Learn new skills (**references available upon completion of 40 volunteer hours**).

- Learn more about the Caymanian culture and what the Islands have to offer.
- Networking/making new friends.
- Leave a legacy for your generation and generations to come.

As part of the formal registration process, all volunteers for CNCF must understand and submit a signed copy of this policy to CNCF.

CNCF agrees to the following understanding with volunteers:

- Volunteers are essential to the purpose and programming of the Foundation.
- Volunteers will receive adequate preparation for their responsibilities, work in an environment where they feel safe, valued, and receive respectful treatment.
- Volunteers will be provided a branded volunteer vest before the start of each shift. At the completion of daily shift/s, vests must be returned to the CNCF office or representative.
- The service of any volunteer is accepted at the discretion of the CNCF office.

Upon signing the form, the volunteer agrees to the following understanding with CNCF:

- I will complete and submit a Volunteer Application Form (below).
- I will be willing to attend a short, job-specific orientation (dates TBC) even if I am a returning volunteer.
- I will complete my volunteer assignment in a satisfactory way (show up on time for training and shifts, stay the required duration, wear my volunteer vest while on shift, and treat other volunteers, staff, performers, and festival patrons with respect).
- I will notify the Volunteer Coordinator if my availability changes after I have already accepted my shift offer.
- I will abide by the policies of CNCF, including, but not limited to, zero tolerance for use of controlled drugs and alcohol, and for harassment of any kind, while working my shift. I agree that CNCF may decide to terminate my relationship with CNCF at any time.
- I understand the policies and procedures of CNCF as written here.

Volunteering your time, whatever you can spare, makes a difference. CNCF thanks our volunteers, past and present, for their contribution. Please complete the form below if you would like to join our volunteer team.

Area of Interest: ✓ Tick your preference(s)

Administration
 Docent/Tour Guide
 Fundraising
 Merchandising
 Public Relations
 Events
 Tech
 Other

Do you have any skills that might assist our work? _____

Are you over the age of 18 years old? Yes No

If you answered no, list your age: _____

Volunteer Name: _____ **Are you a Cayman Islands resident?** Yes No

Child Safety Code of Conduct Agreement

If I think this Code of Conduct has been breached by another person in CNCF

I will:

- Act to prioritize the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to my manager or leader in CNCF.
- Follow CNCF’s policies and procedures for receiving and responding to complaints and concerns.
- Comply with the legislative requirements on reporting if relevant, and with CNCF’s policy and procedure on internal and external reporting.
- I agree to abide by this Child Safety Code of Conduct during my employment with CNCF.

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Signature

I understand that breaches of this Child Safety Code of Conduct may lead to disciplinary action or termination of my employment and/or service with the Cayman National Cultural Foundation.

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Full Name

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Date