

Volunteers and the Law

Date: Tuesday 24th July 2018

Time: 10:00 – 16:00

Location: Museum of London, London Wall

Facilitator: Elizabeth Coningsby, MDO Training **Trainer:** Mark Restall

What will be covered?

The legal position of volunteers can look like a complex issue. It's not surprising that volunteer managers are often concerned about where they stand. This session gives an overview of key legal topics. The language is kept as plain as possible, and the focus is on practical application of the law. It will cover:

- A summary of the overall legal position of volunteers
- How to avoid creating an employment relationship with volunteers
- The General Data Protection Regulations and volunteer data
- Health and safety
- Safeguarding and Criminal Record Checks
- Issues for specific groups – benefits claimants, younger/older people, non-UK citizens

Mark Restall has spent 10 years working in volunteer good practice, at a local and national level. He has written several publications and numerous articles, including *Volunteers and the Law* and is the co-author of *The Good Practice Guide*, the leading volunteer manager's handbook.

Who should attend?

Anyone in a volunteer management role, or with responsibility for their organisation's compliance with the law.

Approximate session timetable:

10:00	Arrival
10.15	Introductions
10.30	Avoiding contractual relations
11.30	GDPR

12.15	Health and Safety
13.00	Lunch
13.45	Safeguarding and DBS checks
14.15	Issues for specific groups
15:45	Feedback and evaluation
16:00	Close

Learning Objectives:

By the end of this course you will:

- Know where problems can arise and how to avoid them
- Have an increased confidence in your legal position as a manager of volunteer or other representative of your organisation
- Be aware of your duty of care towards volunteers and service-users
- Understand how to create and express volunteer roles that avoid creating contractual relationships

Support towards Museum Accreditation:

- 1.3 Appropriate management arrangements
- 1.7 Appropriate workforce, in numbers and experience, for the museum's responsibilities and plans

Please ensure you have your line manager's permission to attend before booking your place as confirmation is sent to the museum. Final confirmation of places will be sent out two weeks before the date of the course. Please keep **24th July** available in your diary until your place has been confirmed.

Please note that cancellations after 9.00am on Friday 20th July or no-shows will incur the department's standard £20 cancellation fee. Priority is given to staff and volunteers working in non-national and non-National Portfolio Organisation (NPO) Accredited museums in the London region.

Refreshments will be provided. Please specify on your application if you have any dietary requirements.

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