

Volunteering Policy



JANUARY 2025 | VERSION 1.0

Corporate Records & National
Archives Manager



January 2025 | Version 1.0

Contents

1	Introduction	2
1.1	The Jane Cameron National Archives.....	2
1.2	Policy Aims	2
2	Relationship between the Jane Cameron National Archives and volunteers	3
2.2	Principles for Volunteer Management.....	3
2.3	Volunteer Selection & Code of Conduct	4
3	Confidentiality and copyright.....	5
3.1	Confidentiality.....	5
3.2	Copyright.....	5
4	Implementation of Policy	5
4.1	Review procedures.....	5
4.2	Implementation & Access	5
5	References.....	5



January 2025 | Version 1.0

1 Introduction

1.1 The Jane Cameron National Archives

- 1.1.1 The Jane Cameron National Archives is a service which exists to ensure the long-term survival and easy accessibility of all those records most important to the history and administration of the Falkland Islands. Our mission is: to maintain and preserve the archives of the Falkland Islands in order that maximum use can be made of them and to promote the study of Falkland Islands history, and supports elements of the Islands Plan 2022-2026.
- 1.1.2 We hold the archives for the nation of the Falkland Islands, including archival material from government departments, local companies and local individuals. We aspire to provide a welcoming, proactive and customer-focused service to encourage users to learn and develop an interest in the history of the Falkland Islands.
- 1.1.3 This policy forms part of an overall suite of policies for the Jane Cameron National Archives.
- 1.1.4 The Jane Cameron National Archives [JCNA] as a service sits within the Falkland Islands Government Directorate of Policy, Economy & Corporate Services, under the Department of Corporate Records Management and National Archives.

1.2 Policy Aims

- 1.2.1 To deliver the JCNA mission and support the values of the Government, we seek to acquire, preserve and make accessible archives and record collections for use by present and future generations.
- 1.2.2 The JCNA will represent comprehensively the history, lives and activities of the people, community and organisations of the Falkland Islands through the ages. Where gaps are found to exist, we will actively seek to acquire records which can enable those gaps to be filled.
- 1.2.3 The JCNA shares the public service values of the Falkland Islands Government, as set out in the Vision and Values work completed in 2023. It will therefore strive to:
 - Value diversity and innovation. We encourage diversity as it can lead to new ideas to help us improve the way we do things. We work together to establish a welcoming environment where everyone feels they can contribute.
 - Take personal responsibility and do our best at work. We treat our colleagues and community with respect and compassion. We set ourselves realistic goals and encourage a culture of positivity.
 - Recognise that our geographical remoteness puts us in a unique and often challenging position. We foster collaboration and creativity in order to find solutions and make progress. We adopt a flexible and adaptable approach to work wherever possible
 - Provide and explore new opportunities for our employees and the community. We strive for quality, and we use our resources as sustainably as possible to achieve this.
- 1.2.4 The aim of this policy is to provide detail on what volunteering with the JCNA involves, what volunteers expect from us and the arrangements that we have in place to support them.



January 2025 | Version 1.0

2 Relationship between the Jane Cameron National Archives and volunteers

2.1 Importance of Volunteers

- 2.1.1 The JCNA is grateful to anyone in the community who has an interest in volunteering and dedicating their time and effort to support projects whether that is in person or online/remotely. Volunteers make huge contributions to enriching our collections and we hope that in turn we provide a rewarding experience for those who choose to get involved.
- 2.1.2 The relationship of a volunteer to the JCNA is bound by trust, mutual understanding and benefit. It is a 'gift' relationship, with time given freely and willingly without expectation of financial reward by the volunteer. This relationship between the JCNA and the volunteer is not regarded as a contract of employment.
- 2.1.3 No enforcement or obligation can be imposed on the volunteer to attend, give or be set to a minimum amount of time or carry out tasks provided. Likewise, the JCNA cannot be compelled to provide regular work or benefit for any activity undertaken.
- 2.1.4 Although JCNA recognises the volunteers offer their time freely and willingly. There is a presumption of mutual support and reliability.

2.2 Principles for Volunteer Management

- 2.2.1 The JCNA follows the following principles as good practice when managing volunteers:
- We will always aim for fair treatment for all volunteers
 - We aim to match volunteers with suitable projects so that we gain from activities of the volunteers and volunteers gain from their experience working with us
 - Each volunteer will be overseen and supervised by an Archives staff member who will guide them and advise them in their tasks, including providing training where required.
- 2.2.2 For those who volunteer with our service you can expect us to:
- Provide clear explanation and instruction on what you will be doing and why it is of importance to the service and collections
 - Explain the standards we expect and encourage you to maintain
 - Provide a safe working environment
 - Provide a full induction and any training to equip and enable you to carry out your volunteering experience
 - Encourage and provide opportunities for feedback of all types to learn and improve our own practices
 - Try and resolve any issues or challenges that you face whilst you volunteer with us
- 2.2.3 Archives staff supervising volunteers will discuss progress with volunteers on a regular basis to monitor their contribution, ensure they are satisfied with the experience, and provide feedback to staff.



January 2025 | Version 1.0

2.3 Volunteer Selection & Code of Conduct

- 2.3.1 The JCNA strives to be an inclusive, respectful and adaptable service. Volunteer placements are made on the suitability of the volunteer to carry out a particular role or activity.
- 2.3.2 Volunteers are selected and assigned to tasks according to project needs and aim to match volunteer's skills, knowledge, experience, motivation and availability to suitable projects. We will seek opportunities for tasks to be undertaken in ways which provide benefits to the individuals.
- 2.3.3 Individuals being considered for a volunteer role will be invited for a informal interview to discuss their skills, experience, interests and suitability, and their motivation, with the aim of setting up teams that are best suited for the project.
- 2.3.4 If a volunteer has a medical condition or disability, we request that this information is disclosed to Archives staff to ensure the health and safety of the volunteer, and allow us to make any adjustments to either the work environment or the task so allow the individual to fulfil their role.
- 2.3.5 There is no upper age limit on who volunteers as we recognise the benefits of these opportunities to the individual themselves and the contribution that they can make to the service. However, we will be reflective of the tasks that are allocated and as a responsible service, will not permit individuals to continue volunteering beyond a point that is detrimental to their own health, the health and safety of those around them, or to the collections.
- 2.3.6 There is no minimum age limit for a volunteer. For anyone under age of 16 years we ask that a parent or guardian has provided consent to the volunteering placement. They will also be supervised at all times.
- 2.3.7 Staff will be trained in relevant and appropriate safeguarding and health and safety procedures to provide volunteers with a safe working environment and support all those who volunteer.
- 2.3.8 The JCNA do ask that all volunteers abide by the following conduct:
- Take reasonable care of yourself and others
 - Follow the rules and policies in place within the JCNA
 - Cooperate full with Archives staff and those overseeing your placement
 - Report any health and safety incidents while on the premises
- 2.3.9 Volunteers are free to end their involvement with the JCNA at any time. Where possible an agreed end date should be made and a exit interview will be set up to ensure the service learns from the experiences of the volunteer and whether the individual would like to be involved again in the future.



January 2025 | Version 1.0

3 Confidentiality and copyright

3.1 Confidentiality

- 3.1.1 Volunteers may have sight of sensitive, restricted or confidential information that is not in the public knowledge or realm. A signed agreement may be required for certain projects or when volunteering in person.
- 3.1.2 Volunteers must respect the confidentiality of any staff, researchers, other volunteers, or other visitors who access the JCNA.
- 3.1.3 Personal information recorded about volunteers will be stored and maintained with appropriate safeguards for confidentiality.

3.2 Copyright

- 3.2.1 Volunteers are expected to assign any original copyright works they might produce while volunteering to the Jane Cameron National Archives. They will also be asked to sign a copyright agreement where necessary.

4 Implementation of Policy

4.1 Review procedures

- 4.1.1 The Jane Cameron National Archives is responsible for overseeing and updating the version control amendments for this document.
- 4.1.2 This policy was approved by the Corporate Management Team in January 2025.
- 4.1.3 It will be reviewed every year to ensure it remains fit for purpose.

4.2 Implementation & Access

- 4.2.1 This policy will be made available on the Jane Cameron National Archives website
- 4.2.2 The contents of the policy will be supported and implemented through the procedures carried out by the Jane Cameron National Archives.

5 References

The National Archives. Volunteering Policy

Version Number	Date	Author Title	Approval Status	Comment/Reason for Issue
1.0	2025.01.27	Corporate Records & National Archives Manager	Approved by CMT	New Policy