



## Volunteer contract

Between *Derby Computer Museum (foundation CIO / charity number 1199054)* of 3-4 Iron Gate, Derby, DE1 3FJ (the "Museum") and the following individual (the "Volunteer"):-

|           |  |
|-----------|--|
| Full name |  |
| Telephone |  |
| Email     |  |
| Address   |  |

This contract supersedes any earlier written or oral arrangement between you and the Museum.

|      |  |
|------|--|
| Date |  |
|------|--|

### A) Google account details

You will need a Google account to access our Google Drive. You'll have a Google account already if you have a gmail.com email, but if not you can create a Google account using any email address. This is so you can access our shared Google Drive.

<https://support.google.com/accounts/answer/27441?hl=en>

|                              |  |
|------------------------------|--|
| Google account email address |  |
|------------------------------|--|

### B) DBS check

**ALL volunteers must have a DBS check.** No potential volunteers will be added to rotas or allowed to work as a volunteer until this is completed. It costs £18 (which you'll need to pay for yourself) and can be done online:-

<https://www.gov.uk/request-copy-criminal-record>

|                           |  |
|---------------------------|--|
| Date of DBS check         |  |
| DBS certificate reference |  |

### C) First aid

**Please only put first aid qualifications down if you have a copy of the certificate and it was in the last 3 years.**

|   |  |
|---|--|
| First aid trained?                      |  |
| Name of qualification                   |  |
| Date of training                        |  |
| Training certificate scanned and saved? |  |

### D) General responsibilities of the Volunteer

The Volunteer will:-

1. Accept the values and standards of the Museum.
2. Participate in induction sessions and other core training dependant upon the placement area.
3. Abide by the Museum's policies and procedures, particularly in relation to the confidentiality, accident reporting, health and safety, equal opportunities and criminal record or reference check (where applicable).
4. Accept that the service requires reliable volunteers that are able and willing to work at specified times.
5. Inform the relevant member of staff or Contact Person if they are unable to attend by no later than 24 hours before their scheduled volunteering day
6. Give at least one weeks' notice if unable to continue volunteering.
7. Raise any issue of concern relating to their volunteer work with the Contact Person.
8. Be able to meet the demands of the work without risk to their health. They may be required to complete a health questionnaire and undertake health screening procedures.
9. If on the sex offenders register, the Volunteer must inform the museum Trustees and understands they may be terminated as a Volunteer
10. Act professionally and courteously with other volunteers and visitors to the Museum
11. If unemployed and in receipt of Job Seekers Allowance, it is the responsibility of the volunteer to inform the DSS

### E) Termination of role as Volunteer

12. The Museum reserves the right to terminate a Volunteer's position at the Museum if and where required

### F) Volunteer contact information

13. The Volunteer's contact information will be listed on our Volunteer information spreadsheet on Google Drive, which is shared with the trustees and other volunteers. This spreadsheet is not accessible to the public.
14. The aforementioned spreadsheet is used to assist Volunteers in coordinating with another where required
15. The Volunteer agrees to have their contact information listed on the aforementioned spreadsheet on Google Drive

16. The Volunteer agrees only to use the contact information of other Volunteers in matters related to the Museum, and only where appropriate
17. The Volunteer agrees not to share, download, or copy contact details of other Volunteers

#### **G) Contact and private information of visitors, donors, etc**

18. The Museum may store personal & contact details of visitors, donors (either donors of exhibits or donors of finances) etc.
19. These details will usually be stored electronically on Google Drive, the Museum's online database system, or on other electronic or cloud based systems.
20. The Volunteer agrees to access these details exclusively for use with volunteering at the museum, and not to share, download or copy this information

#### **H) IT, cloud based systems and digital organisation**

21. Whilst the Museum is a computer museum, the Museum will use modern IT systems to manage itself. These include systems such as:-

- a. Google Drive (also including Google Docs and Google Sheets)
- b. The Museum's internal online database - [www.derbycomputermuseum.co.uk/db/](http://www.derbycomputermuseum.co.uk/db/)
- c. WhatsApp to communicate with other volunteers and organise our regular meets in group chats
- d. Virtualisation servers
- e. Modern day computers
- f. Modern day till/ticketing/booking systems

22. The Volunteer agrees to only use the above systems whilst Volunteering at the museum, and not to hack, interfere with, maliciously use, or adjust these systems without written permission from the Trustees

#### **I) Health & safety**

23. The Volunteer agrees to follow the Museum's health and safety policy.

#### **J) Electricity**

24. Electricity for the exhibits at the museum is managed by a smart system

- a. This is controlled by a screen and keyboard inside the key safe in the hallway between ROOM 3 and ROOM 4 on the 2nd floor of the museum
- b. All the exhibits are plugged in via extension leads (usually mounted underneath desks) which are connected to a smart plug which monitors power consumption and is switched off when the museum is not open to save power and reduce fire risk

25. Mains sockets

- a. The Volunteer agrees to only plug electronics equipment or exhibits into the special extension sockets provided (connected to the smartplugs) and not to unplug the blanking plugs on sockets (also known as child proof covers)
- b. The Volunteer agrees to ensure that anything plugged in is PAT tested (unless the Volunteer is doing PAT testing)

#### **K) Fire safety**

26. The Volunteer agrees to follow all rules, signage and policies at the Museum with regards to Fire Safety.

#### **L) Parking**

27. The Volunteer acknowledges that as the Museum is in a city-centre location, there is no on-site parking available, but there are plenty of local car parks such as Full Street Car Park and the Assembly Rooms Car Park

28. The Volunteer acknowledges that the Museum will not be held responsible for parking fees, parking penalties or parking fines

29. The Volunteer acknowledges that the Assembly Rooms yard to the rear of the Museum is not owned by Derby Computer Museum, and we have no rights to park there and it is only to be used for loading/unloading/etc

#### **M) Exhibits and spare parts**

30. The Volunteer agrees not to take any Exhibits, spare parts, accessories or cabling home without express written permission from a Museum Trustee.

#### **N) Lab and repairing exhibits**

31. The Volunteer understands that only Volunteers permitted to repair exhibits or use the lab may do so. The names of those authorised to use the lab is on a note on the door to the lab. Not all volunteers have access to the lab.

32. Volunteers without access to the Lab or permission to repair exhibits must not access the lab or attempt to repair exhibits, and instead should raise issues to a Volunteer with permission to do so

33. The roles of Volunteers is documented on the Museum's main organisational spreadsheet on Google Drive

34. Should the Volunteer be authorised to use the Lab, the Volunteer agrees to:-

- a. Keep the lab tidy at all times
- b. Put spare parts, tools and equipment back in their designated (and labelled) place
- c. Treat the repair/testing/diagnostic equipment with care and respect

35. The Museum may provide the Volunteer with exhibits to take home and repair

- a. The Volunteer agrees to make sure any exhibits removed from the museum for repair are:-
  - i. Removed only with permission of one of the Museum trustees
  - ii. Logged on the exhibit check-in / check-out spreadsheet

#### **O) Collection of donated exhibits**

36. The Museum may ask the Volunteer to accept donations of exhibits, or collect donations of exhibits if applicable

37. The Volunteer agrees that any exhibits they receive are taken to the museum within a maximum of 7 working days

**P) Donating or loaning your own exhibits**

38.The Museum does not accept loans of exhibits, and the Museum accepts no responsibility for any personal exhibits brought to the museum; including but not limited to theft, damage, or loss

39.If the Volunteer would like to donate an exhibit to the Museum, this must go through the proper donations process as the Museum is not able to accept all donations. To donate an item consult <https://www.derbycomputermuseum.co.uk/donate-exhibits> and email [donations@derbycomputermuseum.co.uk](mailto:donations@derbycomputermuseum.co.uk)

40.No Exhibits should be brought to the Museum without prior approval of the Museum

**How to sign this agreement:-**

Either:-

a) Print out all pages, sign, and take a photograph of **all pages** and send to [dcm@derbycomputermuseum.co.uk](mailto:dcm@derbycomputermuseum.co.uk)

**The Volunteer**

|                  |  |
|------------------|--|
| <b>Name</b>      |  |
| <b>Signature</b> |  |
| <b>Date</b>      |  |

**The Museum**

|                  |                   |
|------------------|-------------------|
| <b>Name</b>      | Rob Watson        |
| <b>Position</b>  | Chair of Trustees |
| <b>Signature</b> |                   |
| <b>Date</b>      |                   |