

## EQUALITY IMPACT ASSESSMENT

<b>Department</b>	Museum and Collections
<b>Policy</b>	Volunteers Policy/Agreement/Charter

### Section 1

#### Description

The Academy's Head of Collections revised the Museum and Collections Policy for Volunteers and associated Volunteer Role Agreement and Volunteer Charter documentation. These documents outline the recruitment of, roles, responsibilities, and support provided to volunteers.

The purpose of this EIA is to assess the potential impact of the policy on individuals and their protected characteristics, to ensure compliance with equality legislation and promotion of diversity.

### Section 2

Could the policy have an adverse impact on equality in relation to the following protected characteristics as defined by the Equality Act 2010?

- Age
- Disability
- Gender re-assignment
- Marriage or civil partnerships
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

No, the policy does not have a negative impact on the above protected characteristics, but the following revisions to the policy are recommended:

## **Volunteer recruitment**

*All volunteers will have a clearly defined role. Volunteer selection will adhere to the Royal Academy of Music's Equal Opportunities Policy.*

This should read Equality, Diversity and Inclusion Policy not Equal Opportunities Policy.

*The Museum and Collections Department has a process for recruiting and selecting volunteers. Candidates are chosen based on the right match for the type of volunteer role on offer.*

This should be expanded to explain in detail the recruitment process in order to demonstrate equality compliance and commitment to diversity. It should also reference the Academy's Recruitment and Selection Policy (available in the HR area of SharePoint (intranet). HR should be consulted for advice on good practice in recruitment and selection.

## **Induction and Training**

*Induction will always include discussion of the Academy's Equality, Diversity and Inclusion policy.*

The policy should make it clear who will explain the policy and this should include the role of the Belonging Committee.

## **Supervision, Support and Training**

*Supervision will also cover feedback on the volunteer's progress and discussion of any other support needs/issues.*

This should be expanded to include the need, and scope, for any reasonable adjustments that may be required. HR should also be consulted for advice on good practice in support and training.

## **References**

*In addition, those working with young people will require an up-to-date police check.*

This should read DBS check rather than police check.

## **Problems with a Volunteer Placement**

*If it becomes clear to a volunteer's supervisor that a volunteer is causing disruption to other work within the staff team, is not completing tasks satisfactorily or is not following confidentiality and equality opportunities policies, giving a clear explanation of why there is a problem. If there are ways of correcting the problem that are agreeable to both parties.*

This should read Equality, Diversity and Inclusion Policy not equal opportunities Policies. This section should also refer specifically to the Volunteer Role Agreement.

*The following instances or scenarios will not be tolerated whilst volunteering at the Academy: Discrimination against anyone working at, studying at or visiting the Academy on the basis of sexuality, race, gender, faith or disability.*

This should read 'Discrimination against anyone working at, studying at or visiting the Academy on the basis of age, disability, gender re-assignment, marriage or civil partnerships, pregnancy and maternity, race, religion or belief, sex or sexual orientation'.

### **Equality, Diversity and Inclusion**

*This policy is the same for all staff, volunteers and the trustees.*

This section can be deleted, as equality compliance and diversity statements are integrated into other various sections of the policy (see Section 3 below).

### **Museum and Collections Volunteer Charter**

*We expect staff and volunteers to treat each other, Academy students and Museum visitors fairly and with respect regardless of gender, sexual orientation, age, parental or marital status, disability, religion, colour, race, ethnic or national origins, or socio/economic background.*

This should read 'We expect staff and volunteers to treat each other, Academy students and Museum visitors fairly and with respect regardless of age, disability, gender re-assignment, marriage or civil partnerships, pregnancy and maternity, race, religion or belief, sex or sexual orientation'.

### Section 3

#### Does this policy provide opportunities to make a positive impact on equality?

Yes, the policy aims to provide equal opportunities for all individuals interested in volunteering, to ensure that the recruitment process is fair and non-discriminatory, to promote diversity and inclusion within the volunteer team, and to offer support and training to all volunteers, ensuring they feel valued and respected.

The policy includes the following statements (when revised based on the recommendations detailed in section 2 above):

*All volunteers will have a clearly defined role. Volunteer selection will adhere to the Royal Academy of Music's Equality, Diversity and Inclusion Policy.*

*Induction will always include discussion of the Academy's Equality, Diversity and Inclusion policy.*

*Supervision will also cover feedback on the volunteer's progress and discussion of any other support needs/issues, including the need and scope for any reasonable adjustments that may be required.*

*We expect volunteers and students to show mutual respect and support of each other, ensuring that they act in the best interests of the Academy. Discrimination, inappropriate behaviour and rudeness will not be tolerated in any circumstances. Please refer to the Academy's Dignity at Work and Equality, Diversity and Inclusion policies for further details.*

*If it becomes clear to a volunteer's supervisor that a volunteer is causing disruption to other work within the staff team, is not completing tasks satisfactorily or is not following confidentiality and Equality, Diversity and Inclusion Policy giving a clear explanation of why there is a problem. If there are ways of correcting the problem that are agreeable to both parties.*

*Discrimination against anyone working at, studying at or visiting the Academy on the basis of age, disability, gender re-assignment, marriage or civil partnerships, pregnancy and maternity, race, religion or belief, sex or sexual orientation.*

The Museum and Collections Volunteer Charter also includes the following statement:

*We expect staff and volunteers to treat each other, Academy students and Museum visitors fairly and with respect regardless of age, disability, gender re-assignment, marriage or civil partnerships, pregnancy and maternity, race, religion or belief, sex or sexual orientation.*

## Section 4

### **What evidence has been considered? What consultation has been undertaken?**

The Head of Collections consulted with the Academy's Dean of Students and Senior Case Manager and HR department in the revision of this policy.

It is also recommended that the policy be reviewed by the Academy's Policy Review Group.

## Section 5

### What actions have been agreed as a result of this EIA?

The museum is committed to promoting equality and inclusion within its volunteer opportunities. By conducting this Equality Impact Assessment, we aim to identify and address any potential barriers to equality and ensure that the volunteer policy is fair and inclusive for all.

Actions will be reviewed, and progress reported to the Belonging Committee.

Action	Who	Timescale
Revise policy based on the recommendations detailed in Section 2 of this EIA	SC	March 2025
Revise the Museum and Collections Volunteer Charter based on the recommendations detailed in Section 2 of this EIA HR should be consulted for advice on good practice in recruitment and selection	SC	March 2025
Consult with HR for advice on recruitment/selection and support/training of volunteers	SC	March 2025
Detail any additional consultation undertaken in the revision of this policy	SC	March 2025
Submit policy to Academy's Policy Review Group	SC	March 2025

## Section 6

### Approval of EIA

Date: 7/3/25