

## MEV POLICY – VOL 001

<b>Manchester Event Volunteers</b>	Volunteer Services
<b>Policy Number</b>	VOL 001
<b>Policy Title</b>	<b>Storage of Personal Belongings at Venues</b>

### **POLICY DESCRIPTION**

Generally, no lockers or secured/supervised cloaking facility will be provided for volunteers at any Venue.

Volunteers will be strongly discouraged from bringing personal property into venues and should restrict any valuables brought with them to items that can be carried in their pockets. Any bags that a volunteer does bring into the venue should be clearly labelled with their name.

The event organisers will not assume responsibility for the loss, theft or damage to any volunteers personal possessions of brought into the venue.

### **POLICY IMPLEMENTATION**

Volunteers will be clearly advised at all training sessions that there will be no storage of personal belongings at any venue.

### **POLICY RATIONALE**

There is not space availability in many of the venues to store significant amounts of personal belongings. The sheer cost of providing temporary structures, fitting out each space with lockers, coat racks, shelving and providing a security presence to supervise the areas is cost prohibitive.

By discouraging volunteers to bring valuables to the venue, the event organisers minimises the amount of theft that may occur at the venue.

Critical to the success of this policy is educating volunteers that there will be no secure storage on site and bringing any personal belongings to the venue will be at their own risk. This message will be communicated through Volunteer Training sessions and through Managers briefing their staff.

Volunteers will be advised to come to the venue in the official uniform and carry any valuables in pockets. Due to any inclement weather, it is anticipated that many volunteers may bring warm clothes/coats with them to the venue, particularly if their shift starts early or ends late at night.

There may be (minimal) coat racks and bag storage areas (not necessarily shelving) provided at the venue. There will be prominent signage indicating volunteers may leave their belongings in this space at their own risk. Alternatively, if volunteers are working for an area that has a dedicated space, the Manager may permit staff to store their belongings there, again at their own risk.