**Volunteer Meeting 28.06.17**

**Attending: Sara, Lily, Haley, Maxine, Harriett**

Ferens currently have:

* 450 core Volunteers (but not all sign up – nearer 200/250 are active)
* 7 volunteers per day (Ideal number, not critical)
* Volunteers are a bonus to their paid staff who are already in the galleries

Turner Prize:

* If critical of numbers, we need to compromise on the depth of knowledge
* Agreed on 12 critical, 16 ideal for most shifts but increasing for opening week, possibly weekends and half term etc.
* Each volunteer has to commit to a minimum of 6 shifts

Turner Prize Volunteer training:

* Ferens training if they haven’t already had it – This can be cut down from 2 ½ hours with Jane to ½ hour with Maxine as they don’t need all the artwork training and only need the building safety training.
* Late August – more intense training session on the artworks and artists (same session as above?)
* Homework?
* Late Sept – Orientation – tour by the curators through the gallery
* Sunday 24th (3pm TBC) – Volunteer preview
* Training brochure – each artwork, photograph and information

Risk Management:

* Train Turner Ambassadors or Leader Volunteers – at least one on shift per day. Gives them a responsibility and a specific job. Can help manage the volunteers and support the TP Supervisors
* Badge rewards system? – different colours for the number of shifts or phrases i.e. ‘I am a Turner Prize Expert’ – badges are £900 for 3000
* All volunteers are Police Checked so fine to invigilate Explore Art – Leader Volunteers are DBS checked
* Alison Walker is the HCAL safeguarding officer