

Corporate Volunteering Risk Assessment Template for Cultural Organisations

Purpose

The organisation welcomes appropriate corporate volunteering support where it advances our charitable purposes and delivers clear benefit. Offers will be assessed proportionately, taking account of operational value, reputational considerations, safeguarding requirements, and public trust.

Section 1: Basic Details

Organisation receiving support:

Corporate organisation:

Main contact at corporate:

Proposed activity:

- ☐ Team volunteering day
- ☐ Skills-based volunteering
- ☐ Mentoring / employability support
- ☐ Event support
- ☐ Community project delivery
- ☐ Premises / maintenance support
- ☐ Other:

Proposed date(s):

Number of volunteers:

Location:

Internal lead officer:

Section 2: Strategic Benefit Assessment

How does this activity support our purpose or stated commitments?

- ☐ Supports charitable purpose directly
- ☐ Supports community engagement
- ☐ Supports learning / participation
- ☐ Supports organisational capacity
- ☐ Supports staff development
- ☐ Limited strategic relevance
- ☐ Unclear

Comments:

Estimated value to organisation:

Comments:

Section 3: Resource and Delivery Assessment

Staff time required to manage programme:

Comments:

Will supervision be required?

☐ Yes ☐ No

Are materials / equipment costs involved?

☐ Yes ☐ No

Could activity disrupt normal operations?

☐ Yes ☐ No

Net benefit after internal costs likely to be:

☐ Positive
☐ Neutral
☐ Negative / uncertain

Comments:

Section 4: Reputational Risk Assessment

Risk Threshold Guidance

Low Risk

Local employer, practical support, limited publicity, clear benefit.

Medium Risk

National brand, meaningful publicity, moderate scrutiny potential, some operational burden.

High Risk

Controversial sector, likely organised criticism, mission conflict, safeguarding complexity, reputational sensitivity.

Is the company associated with sectors likely to create scrutiny?

☐ Fossil fuels
☐ Gambling
☐ Tobacco
☐ Arms / defence
☐ Adult entertainment
☐ Extractives / environmental controversy
☐ Labour rights controversy
☐ No known concerns
☐ Other:

Could the relationship conflict with our organisational purpose or stated public commitments?

☐ Yes ☐ No ☐ Possibly

Could staff, artists, audiences or communities challenge the partnership?

☐ Likely ☐ Possible ☐ Unlikely

Is the company likely to publicise the relationship prominently?

☐ Yes ☐ No ☐ Unknown

Overall reputational risk

☐ Low ☐ Medium ☐ High

Comments:

Section 5: Safeguarding and Conduct

Will volunteers interact with children or vulnerable adults or other beneficiaries?

☐ Yes ☐ No

DBS / safeguarding checks required?

☐ Yes ☐ No

Will volunteers require conduct briefing?

☐ Yes ☐ No

Accessibility / inclusion considerations identified?

☐ Yes ☐ No

Any known behaviour or culture concerns relating to company?

☐ Yes ☐ No

Comments:

Section 6: Communications and Brand Use

Can the company use our name / logo publicly?

☐ Yes – approved with conditions
☐ No
☐ To be agreed

Is media coverage expected?

☐ Yes ☐ No

Is joint messaging required?

☐ Yes ☐ No

Is there risk of perceived endorsement?

☐ Yes ☐ No ☐ Possible

Comments:

Section 7: Due Diligence Check

Basic checks completed:

- ☐ Website review
- ☐ Companies House / legal status review
- ☐ News / media search
- ☐ ESG / controversy review
- ☐ Existing relationships known
- ☐ Internal stakeholder concerns checked

Comments:

Section 8: Overall Assessment

Summary of benefits

Summary of risks

Recommended decision

- ☐ Approve
- ☐ Approve with conditions
- ☐ Escalate for senior review
- ☐ Decline

Conditions (if applicable)

- ☐ No logo use without approval
- ☐ Safeguarding checks required
- ☐ Limited publicity
- ☐ Staff supervision required
- ☐ Review after pilot activity
- ☐ Other:

Section 9: Authorisation

Completed by

Date

Approved by

Escalated to Trustee / Committee (if required)

☐ Yes ☐ No