

# Volunteering Policy

## Purpose

This policy defines how Needingworth Village Hall Trust operates to support volunteers

Signed: (On behalf of the Trust) Debbie Williams

Position: Chair

Date adopted and signed: confirmed in monthly committee meeting on the 20<sup>th</sup> November 2024.

This document will be reviewed every 4 years or when changes occur which may impact the policy e.g change in definition as in statute.

The next review is due on the 20<sup>th</sup> November 2028

### Policy principles

Volunteering at Needingworth Village Hall provides a unique opportunity to develop new skills, enhance existing ones, and gain valuable and positive experience. It's a chance to be part of a diverse team, collaborating with like-minded individuals who share your passion for community engagement and improvement.

- The Needingworth Village Hall Trust (Trust) will ensure that volunteers' skills and experiences are matched to the role they are undertaking.
- The Trust will ensure that volunteers receive appropriate training, support and equipment needed in order to carry out their role.
- The Trust will endeavour to involve volunteers from a wide range of backgrounds and abilities.

## Recruitment

Volunteers will be sought from various sectors of the community, adhering to the Trust Equal Opportunities Policy. Confirming a volunteer role will involve assessing suitability for the specific task at hand.

## Agreements for Volunteers and Outlines of Voluntary Work

Volunteers must:

- maintain and uphold the good name and reputation of the Trust.
- Treat all Trustees, employees, users and members of the public with respect and dignity.
- Adhere to all relevant Trust policies and procedures, including its Safeguarding policy.

## Support

Volunteers will be assigned a named contact person, usually the Chair, who will provide advice and guidance as needed.

## **Records**

Volunteer names and contact details will be stored for future events. The volunteer can see, edit, or delete their personal information at any time.

## **Insurance**

Volunteers will be covered by insurance while carrying out agreed duties provided the terms of the Trust insurance policy is adhered to.

## **Health and Safety**

The Trust will take all reasonably practical steps to ensure the volunteers' health, safety and welfare while at work. All volunteers will be required to read the Trust Health & Safety policy.

## **Equal Opportunities**

Volunteers and staff will work in compliance with Trust Equal Opportunities policy and will prevent discrimination on any grounds.

## **Problems**

The Trust has a complaints procedure to help deal with grievances that volunteers may have. Volunteers have the right to discuss any concerns they may have at any time, ideally with their named contact in the first instance.