

WELTON VILLAGE MEMORIAL HALL

VOLUNTEERING POLICY

The Trustees of the Welton Village Memorial Hall recognises and welcomes the right of people to participate in the life of the community through volunteering. It acknowledges that volunteers contribute in many ways; that contribution is unique, and that volunteering can benefit the Village Hall, the local community and the volunteers themselves. The Trustees very much value the contribution made by volunteers and are committed to involving volunteers in appropriate positions and in ways which ensure that the valuable gift of the volunteer's time is best used to the mutual advantage of all concerned.

Key values and principles are:

1. The volunteer gives his or her time free of charge. Beyond a presumption of mutual support and reliability, no binding obligations will be imposed on volunteers to attend, give, or be set, a minimum level of involvement or participation in Village Hall activities.
2. Volunteers can be Trustees, or representative members of organisations using the Hall, or co-opted to serve on a committee, or involved in ad-hoc work in support of the Hall activities. This policy relates to all such volunteers.
3. Volunteers are welcome to give their time irregularly, when it is convenient to them and helpful to the Committee.
4. The Management Committee acknowledges its duty to look after the welfare of irregular volunteers and to ensure that they are properly instructed and are managed in a safe and effective manner.
5. Volunteering is open to all regardless of race, gender, religion, sexual orientation or political beliefs.
6. All new volunteers will be made aware of, and have access to, all the Village Hall's relevant policies, including those relating to Volunteering, Health & Safety and Equal Opportunities.
7. Irregular volunteers will have a named person to whom they can take their volunteering concerns and seek guidance and support.
8. Irregular volunteers will have access to proper support and supervision and an opportunity to share their views with the Management Committee.
9. All volunteers are able to claim reasonable out of pocket expenses incurred in carrying out their activities subject to agreement beforehand with the Management Committee and the production of receipts.
10. The Village Hall insurance policies include the authorised activities of volunteers and the liability towards them. They do not insure the volunteer's personal possessions against loss or damage.

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VOLUNTEERING POLICY continued

Rights and responsibilities:

The Trustees recognise the rights of volunteers to:

- a) Know what is, and is not, expected of them.
- b) Have adequate support and safe working conditions.
- c) Be insured.
- d) Receive authorised out of pocket expenses.
- e) Receive adequate instruction or training.
- f) Be free from discrimination.

Expectations of volunteers

The Trustees expect volunteers to:

- (i) Be reliable and honest.
- (ii) Respect confidentiality.
- (iii) Carry out tasks in a way that reflects the aims and values of the Village Hall.
- (iv) Respect the work of the Management Committee and not bring it into disrepute.
- (v) Comply with the Village Hall's policies. The successful implementation of this policy depends on the awareness and commitment of all members of the Management Committee and all volunteers who support the activities of the Village Hall. Accordingly, all new members and volunteers shall be made aware of the existence of the policy when first joining and made aware that they will be expected to conform with its requirements. Compliance with this policy will be monitored and reported to the Management Committee on an annual basis

Approval and review

This Policy was adopted and approved by the Hall Trustees on 3 November 2020. It may be reviewed at the request of any Trustee at any time and should be specifically reviewed following the substantial completion of any major Hall development and, in any case, before 3 November 2023.