

BURTON PIDSEA MEMORIAL HALL VOLUNTEER POLICY

Introduction

Burton Pidsea Memorial Hall Committee believes in equal opportunities and diversity; we welcome volunteers regardless of age, gender, ethnicity, ability and religious beliefs. We strive to deliver a varied and diverse range of activities within the Hall which promote a community spirit.

Our main objective is to make the Memorial Hall the social hub of our community for everyone within the village and the surrounding areas.

This Policy sets out the broad principles for voluntary involvement in Burton Pidsea Memorial Hall. It is of relevance to all within the organisation, including volunteers, staff, Committee members/Trustees and those elected or appointed to positions of responsibility. This Policy will be reviewed annually, to ensure that it remains appropriate to the needs of all volunteers.

Burton Pidsea Memorial Hall seeks to involve volunteers to:

- Ensure our events meet the needs of our community
- Ensure the community are actively involved in the Memorial Hall.
- Provide opportunities for all ages of the community to develop new skills and perspectives
- Increase our contact with more people in the community

Principles

This Volunteering Policy is underpinned by the following principles:

- Burton Pidsea Memorial Hall will ensure that volunteers are made to feel welcome and included and that their contribution, on whatever level, is facilitated to enable them to contribute to the Hall's work.
- Burton Pidsea Memorial Hall is run completely by volunteers.
- Burton Pidsea Memorial Hall expects that the committee works positively with each other and with all other volunteers.
- Burton Pidsea Memorial Hall will actively seek to attract and involve volunteers in their work; they will encourage and support all volunteers.
- Burton Pidsea Hall recognises that volunteers require appreciation and satisfaction for their contribution and we will seek to help volunteers meet these needs.
- Burton Pidsea Memorial Hall will provide any training required and will ensure there is a safe a pleasant environment to work in.

It is recognised that volunteers' role is a gift relationship, binding only in honour, trust and mutual understanding and that there is no enforceable obligation (contractual or otherwise) that can be imposed upon the volunteer.

Practice Guidelines

The following guidelines deal with practical aspects of the involvement of volunteers.

Recruitment

All prospective volunteers will be informally interviewed to find out what they would like to do, their skills, suitability and how best their potential might be realised. A member of the Committee will be appointed to offer guidance and advice where necessary and inform of the Memorial Hall's relevant operating Policies.

Expenses

All volunteers will have any monies paid on behalf of the village hall reimbursed when a receipt is provided to support the expenditure, such expenditure agreed in advance.

Induction and training

Training will be provided as appropriate.

Support

All volunteers are welcome to contact any member of the committee. All volunteers will be given guidance and constructive feedback on their progress. We request that all Volunteers' discuss what involvement they would like to have and air any problems.

The Volunteer's Voice

Volunteers are encouraged to express their views about matters concerning Burton Pidsea Memorial Hall and its work. Any member of the committee can be contacted and where required the issue or suggestion will be raised at the committee meeting. Where requested confidentiality will be maintained.

Insurance

All volunteers are covered by Burton Pidsea Hall insurance policy whilst they are on their premises.

Health and Safety

Volunteers are covered by Burton Pidsea Memorial Hall's Health and Safety Policy, a copy of which is available from the Committee secretary.

Equal Opportunities

Burton Pidsea Memorial Hall operates an equal opportunities policy. A copy is available from the Committee secretary. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

Problem Solving

We aim to identify and solve problems at the earliest possible stage. Any complaints either by or about volunteers should be raised to a member of the Committee who will decide on the appropriate course of action at the time, that member of the Committee is required to discuss, at least the salient points, of how the issue has been dealt with at the next meeting to ensure consistency and fairness.

Confidentiality

All volunteers are required to observe confidentiality where appropriate and/or requested.

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