

SAMPFORD COURTENAY VILLAGE HALL

VOLUNTEERS POLICY

1. Introduction

Volunteers make a vital contribution to the delivery of our aims and objectives. We recognise the added value that volunteers bring to our organisation and those who use our services. Volunteer involvement in this organisation does not replace or devalue the role of paid staff.

Within Sampford Courtenay Village Hall Committee volunteers are involved in:

- the management committee;
- supporting events by helping to set up the hall, managing car parking, organising and delivering catering, cleaning the hall, publicising and promoting events and other activities.

Sampford Courtenay Village Hall Committee aims to have a reciprocal and mutually beneficial relationship with its volunteers, with their involvement informing and developing its work, and its work enabling individuals to learn skills and achieve personal development through their volunteering.

The involvement of volunteers will be guided by the following principles of good practice:

- the tasks to be performed by volunteers will be clearly defined, so that everyone is sure of their respective roles and responsibilities;
- the organisation will comply with the Data Protection Act in the use of data held on all volunteers;
- volunteers will be provided with regular opportunities to share ideas/concerns;
- all existing and future policies will be checked as to how they affect volunteers.

2. The Purpose of this Policy

By adopting this policy Sampford Courtenay Village Hall Committee aims to:

- highlight and acknowledge the value of the contribution made by volunteers;
- reflect the purpose, values, standards and strategies of the organisation in its approach to involving volunteers;
- confirm this organisation's commitment to involving volunteers in its work;
- ensure the ongoing quality of both the volunteering opportunities on offer and the work carried out by its volunteers.

This policy provides an overview of the activities carried out by volunteers currently and provides a basis for the expansion, if required, of the role of volunteers. This document provides a framework for the involvement of volunteers.

3. Recruitment and Selection

Sampford Courtenay Village Hall Committee will adhere to its equal opportunities policy when recruiting and selecting volunteers. Where there is specific training required this will be highlighted as part of the recruitment process. Where there is a requirement for a Disclosure and Barring Service (DBS) check this will be highlighted as part of the recruitment process.

Once placed, we will expect volunteers to comply with existing policies and procedures. All volunteers are covered under Sampford Courtenay Village Hall Committee Public Liability Insurance.

All volunteers will have an induction to their volunteering which will involve an overview of the relevant policies and procedures. All volunteers will be provided by training and support commensurate with their role.

Volunteers will be able to claim for any purchases made as part of their volunteering. Volunteers should discuss any planned expenditure prior to incurring this expenses to ensure that it will be covered by the organisation.

Responsibility

Overall responsibility for the implementation, monitoring and review of the policy and procedures lies with the Chair. Implementation and adherence to this policy is the responsibility of all staff and volunteers within the organisation.

Review date 1.4.23