

Horsley Village Hall Trust.
Volunteer Code of Conduct

It is agreed by Trustees that volunteers for Horsley Village Hall Trust will abide by the following Code of Conduct:

1. Perform their volunteer role to the best of their ability in a safe, efficient, and competent way whilst respecting diversity and equality of opportunity, distinct roles and boundaries and avoiding giving offence.
2. Act honestly, responsibly, and with integrity whilst treating others with fairness, equality, dignity, and respect.
3. Act in the best interests of the organisation as a whole – considering what is best for the organisation and its beneficiaries and avoiding bringing it into disrepute. No gifts, rewards, benefits, or hospitality should be accepted from beneficiaries other than for charitable fundraising.
4. Always respect confidentiality – understanding what confidentiality means in practice for the organisation and the possible impact of not respecting this.
5. Attend commitments or give apologies in a timely manner to enable cover to be arranged.
6. Follow and observe the Charity’s policies and procedures (including safety procedures) and be involved in/complete risk assessments prior to events/activities in the Village Hall.
7. Raise concerns about wrongdoings or concerns for any person’s wellbeing or safety (safeguarding concerns). Concerns can be raised with any Trustee, if the named Safeguarding Leads are not available – ignoring concerns is not an option. Named Safeguarding Leads are Hilary Cobb (and deputy) Jude Deeks (contact details available within Safeguarding Policy/Procedures)
8. Work to ensure parents/guardians take full responsibility for children whilst on the premises or participating in an activity or event delivered by Horsley Village Hall Trust. Always ensure you collaborate closely with another Volunteer/Trustee to avoid being in a situation where you may become vulnerable to an allegation.
9. Complete a brief introduction/induction to the volunteering role provided by one of the Trustees in relation to policies and procedures which will cover the above and basic safeguarding awareness training.

If a volunteer is in breach of the standards outlined in this Code of Conduct or any of Horsley Village Hall Trust’s other policies and procedures, the volunteer’s position may be terminated.

Volunteers acknowledge that no employment relationship is created in the context of their role with Horsley Village Hall Trust. This Code of Conduct will be reviewed at 2 yearly intervals by the Board of Trustees. The Board of Trustees and all volunteers are responsible for ensuring that policy and agreement is implemented effectively.

Signed:

Name:

Date: