

Horsley Village Hall Trust. Registered charity 1205133  
Volunteer Policy  
Date: 27/3/24  
Reviewed: 3 yearly or as required

## **Horsley Village Hall** **Volunteer Policy**

### **Introduction**

Volunteering is the commitment of time and energy for the benefit of society and the community: the environment of individuals outside one's immediate family. It is undertaken freely and by choice without concern for financial gain.

Horsley Village Hall Trust believes in the value of voluntary activity as an important expression of citizenship and an essential component of a free and democratic society. It supports and promotes volunteering in public and third sector organisations. Horsley Village Hall Trust takes responsibility for ensuring that volunteers within its own organisation are appropriately involved, valued for their contribution, and respected as colleagues.

### **In adopting this Volunteer Policy Horsley Village Hall Trust wishes to:**

- Formally acknowledge and support the role of volunteers in its work.
- Set out the principles governing the involvement of volunteers and provide a set of guidelines to ensure good practice in working with volunteers.
- Encourage and enable the involvement of volunteers.

**This Volunteer Policy and accompanying guidelines are intended for use by Horsley Village Hall Trustees and Volunteers.**

### **Volunteer Policy Statement**

#### **Horsley Village Hall - Equal Opportunities**

- Horsley Village Hall Trust is committed to equality of opportunities. This principle will apply to volunteer recruitment, training, procedures and all terms and conditions.

#### **Recruitment & Selection**

- Recruitment of volunteers will be from all sections of the community and will be in line with Horsley Village Hall Trust's Equal Opportunities Policy. Appropriate targeting may be used.
- Some volunteers may regularly support activities / events, others may offer their support on an ad hoc basis.
- All volunteers will be required to complete a basic registration form.

Currently no work will be completed in the name of Horsley Village Hall Trust where any volunteers will be responsible for any other person (child or vulnerable adult), nor any lone working will take place.

All face-to-face work will be carried out with at least one other person. All volunteers will be supported by at least one Trustee during any face-to-face work i.e. all group / activity / events.

This therefore defines the degree of training and support and the application form which will be required.

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Should this change, we will require further application documentation and two references to be provided. Roles may also be deemed to require a DBS check to be conducted.

### **Information & Training**

- Volunteers will receive a basic induction to volunteering at the hall in relation to its aims and priorities from their named support Trustee.
- Volunteers will be expected to adhere to Horsley Village Hall Trust's Volunteer Code of Conduct and other policies and procedures held by the Trust.

### **Problem-Solving**

- Horsley Village Hall Trust recognises that problems do arise, and we aim to identify and resolve these problems at the earliest stage. Volunteers who have a problem of any kind should discuss it in the first instance with their named contact person.

### **Confidentiality:**

- Volunteers will be bound by the same confidentiality conditions as Horsley Village Hall Trustees.

### **Expenses & Insurance**

- Horsley Village Hall Trust will ensure that there is a clear and accessible system to enable volunteers to claim out of pocket expenses.
- Volunteers will be adequately covered by insurance while carrying out agreed duties.

### **Health and Safety**

- All volunteers are covered by the same health and safety policies and provisions as trustees.

### **References**

- Based on their voluntary work, volunteers will have the right to request a reference.

### **Monitoring & Evaluation**

- Horsley Village Hall Trust will systemically monitor and evaluate involvement of volunteers with reference to this Volunteer Policy.

### **Review**

- **This policy comes into force on 21/2/24 and Horsley Village Hall Trust commits itself to review the policy as and when changes in legislation or other factors make this necessary e.g., changes to roles of volunteers. The policy will be subject to a comprehensive review two years after its introduction. (Review date: 21/2/26)**

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**Note**

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- “Trustees” refers to those undertaking role of Trustee also in a voluntary capacity with Horsley Village Hall Trust.
- This document refers to other policies which are available in Horsley Village Hall Trust’s Policies and Procedure file, kept in the kitchen and on the hall website.

## **Guidelines for Trustees in Involving Volunteers**

### **Preparation**

Prior to recruiting volunteers, full consultation and discussion should take place between Trustees to satisfy a genuine need for volunteers and to develop a clear description of their role and clear pathway for recruitment dependent on the level of engagement.

### **Initial Contact**

People interested in becoming volunteers with Horsley Village Hall Trust should be invited for an informal talk with one of the Trustee team.

### **They should:**

- Be given written information to take away – including a copy of the Volunteer Code of Conduct.
- Have their role explained and how it fits in with Horsley Village Hall Trust’s overall aims and ethos which are outlined within the Charity’s Constitution Document, Terms and Conditions of Hire and Codes of Conduct.
- Be made aware of policies and procedures including but not limited to Safeguarding and Health and Safety.
- Be given a named person who will support them in their role.
- Submit a Basic Volunteer Registration Form.

### **Depending on the role and level of engagement the volunteer will be required to:**

- Submit a Basic Volunteer Application Form.
- Sign and agree to the Volunteer Code of Conduct.
- Complete basic training dependent on the level of engagement (basic safeguarding).
- The current offer within the hall does not engage volunteers in any role to work with vulnerable people in a way which would place them in a position of direct responsibility or trust and directs volunteers to always work together (no lone working). Should this change, this policy will require alteration to reflect this as described in the recruitment and section above.

### **Records**

- Minimum details should be kept about volunteers. Where appropriate this will include the application form with any relevant information regarding the person’s health and emergency contact details.
- All information should be dealt with in the strictest confidence and should not necessarily prejudice the person being accepted for voluntary work.
- Record keeping must be secure but accessible to other Trustees who may be working alongside different volunteers at various times.
- The Data Protection Act enables people to access information held about them.

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### **Induction**

- Induction sessions should be provided for all new volunteers and should cover where appropriate:
  - Responsibilities of volunteers
  - Arrangements for training and support with contact person (inc. basic safeguarding)
  - Need for and understanding of confidentiality
  - Background to Horsley Village Hall Trust and its ethos/values, etc.
  - System for payment of expenses
  - Risk assessment
  - Building orientation
  - Health and Safety

### **Expectations of Volunteers**

- Read, understand, comply with, and sign the Volunteer Code of Conduct.
- Complete a Basic Registration Form.
- Raise any issues of concern relating to their voluntary work with the contact person.
- Agree with the aims and ethos of the organisation's Code of Conduct and sign the agreement.

**Date:**