

# Barley Village Hall

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## VOLUNTEER POLICY

**Adopted 9 February 2016**

BARLEY VILLAGE HALL is committed to involving all sections of the community to work together to achieve its purposes. Volunteering allows people to demonstrate their own personal commitment to the above activity by taking practical action. Volunteers bring a fresh approach to working practices and new skills to the organisation and are valued by the organisation as a proactive way of embracing the diverse skills, knowledge and life experiences that people can bring to the volunteering role. The organisation recognises that volunteer involvement enhances any project process and further the development of links with the local community.

BARLEY VILLAGE HALL is also committed to providing opportunities for people to develop their careers and life chances and where appropriate and subject to business constraints will offer support, guidance and training to assist volunteers to achieve their full potential.

### **Aims:**

This policy aims to provide a framework for effectively matching the needs of the volunteer with the needs of the organisation. Volunteering is not free; it requires a resource commitment and implications for the organisation.

### **Definition:**

A volunteer is somebody whose input is freely given, without coercion, obligation or compulsion (National Association of Volunteer Bureaux).

This document in its entirety provides the basis of the volunteer policy, the ways in which the organisation will act with any volunteer and what their expectations may be.

## **The reason why volunteers are needed within the organisation**

- Volunteers are needed to give perspective and focus to the work of the group
- The organisation offers support, opportunity and, where appropriate, training to volunteers
- Volunteers offer life skills, time, professionalism, energy and commitment to the organisation

## **How the volunteer can expect to be treated**

- Please see the Diversity and Equal Opportunities Policy

## **Induction for new volunteers**

- Please refer to the current Barley Village Hall Committee for guidance. For more information as to what you can expect as a volunteer, new members will be issued with a booklet outlining the Barley Village Hall constitution, its policies within that constitution and the responsibilities that are part of being a member of the Barley Village Hall Committee.

## **Expenses**

- Please refer to the Treasurer in this regard.

## **Supervision, Support and Training**

- Ultimately volunteers can report issues of concern, supervisory, support and training requirements to the Chair of the General Committee
- Training is valued by the organisation and will be provided where appropriate on induction into the organisation, or at any future date where required.

## **Insurance**

- Care should be taken at all times when volunteering for the organisation. Public liability insurance is provided as standard but no other cover is provided.

## **Equal Opportunities**

- The Equal Opportunities and Diversity Policy for the organisation should be referred to in this regard
- Everyone is treated with respect and dignity irrespective of race, religion, sexuality, gender etc within the organisation.

## **Health and Safety**

- Please refer to Health and Safety book, kept outside the kitchen, or full information
- Everyone needs to be aware that they are required to take responsibility for their own health and safety and that they are responsible for reporting issues which may impact on others.

## **Confidentiality**

- Confidentiality is key and all information any volunteer receives whilst assisting the organisation must be treated with confidentiality.
- Any information the organisation receives about the volunteer will be treated confidentially and that no information will be released without the approval in writing of the volunteer first.

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