Watchfield Village Hall CIO

Volunteer Policy

**Introduction**

Watchfield Village Hall CIO believes in equal opportunities and diversity. 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 Village Hall the social hub of our community for everyone within the village and the surrounding areas.

In line with this Watchfield Village Hall seeks to involve volunteers to:

* Provide events to the community
* Encourage all ages within the community to be actively involved in Watchfield Village Hall
* Increase our contact with more people in the community

**Principles**

This Volunteering Policy is underpinned by the following principles:

* Watchfield Village Hall will ensure that volunteers are made to feel welcome and included
* Watchfield Village Hall is run completely by volunteers.
* Watchfield Village Hall expects that the committee works positively with each other and with all other volunteers.
* Watchfield Village Hall will actively seek to attract and involve volunteers in their work.
* Watchfield Village Hall recognises the value of all volunteers and appreciate their conributions.
* Watchfield Village Hall will provide any training required and will ensure there is a safe and pleasant environment to work in.

**Practice Guidelines**

**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.

Prospective trustees will be asked that they are eligible to act as a trustee under the Charities Act excluding anyone who:

* are disqualified as a company director
* have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
* are an undischarged bankrupt (or subject to sequestration in Scotland), or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors
* have been removed as a trustee of any charity by the commission (or the court) because of misconduct or mismanagement

**Expenses**

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

**Induction and training**

All volunteers will receive an induction into Watchfield Village Hall and the area they will be involved in. 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 Watchfield Village 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 Watchfield Village Hall insurance policy whilst they are on the premises or engaged in any work on Watchfield Village Hall’s behalf.

**Health and Safety**

Volunteers are covered by Watchfield Village Hall’s Health and Safety Policy

**Equal Opportunities**

Watchfield Village Hall operates an equal opportunities policy. 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 follow the procedure laid down in our Complaint’s Policy.

**Confidentiality**

All volunteers are required to observe confidentially.

Signed:

Position:

Date: