



## **VOLUNTEER POLICY**

### **for Crockenhill Village Hall Management Committee (CVHMC)**

#### **INTRODUCTION:**

This document is the Volunteer Policy of CVHMC.

A volunteer is a person who gives freely of their time, skills and experience without expectation of financial reward. Volunteering can take many forms. Some tasks require particular skills whereas others require none. Volunteering may be for a limited time to complete a particular project or may be on an ongoing basis.

CVHMC recognises the immense benefits that volunteers bring and in return, CVHMC hopes to give its volunteers an opportunity to exercise their skills in a different environment and or to undertake new experiences.

CVHMC may actively recruit volunteers or respond to requests from individuals or companies who wish to volunteer to support our work.

CVHMC aims to offer a range of volunteering opportunities to support the work of the Trustees.

#### **1. Status of volunteers**

A volunteer is not a Trustee or an employee and will not have a contract of employment with CVHMC. CVHMC will agree a role with the volunteer. Roles mainly in fundraising, IT support, Human Resources and website maintenance. There will be an expectation that the volunteer will meet the role's requirements and CVHMC will provide work and support for the volunteer. It is also expected that both CVHMC and the volunteer will give as much notice as possible of unable to meet these expectations.

#### **2. Volunteering role**

Roles suitable for volunteers are to be identified by the Trustees if active recruitment is planned. A set of requirements for the role, outlining any training required, will be drawn up. Where CVHMC is approached by an individual wishing to volunteer to support our work, the volunteer role will be developed according to the skill set of the volunteer.

#### **3. Recruitment**

A person wishing to become a volunteer through recruitment will be asked to complete an application form. The applicant will be asked to identify areas in which they would like to volunteer. If CVHMC is able to match the applicant to a suitable role, references may be required and, depending on the nature of the role, the prospective volunteer may be required to undergo a health and/or criminal records check.

#### **4. Volunteering agreement**

The volunteer will be invited to enter into a volunteering agreement with NR. This agreement will identify:

- The volunteer's role;
- The training that the volunteer is expected to undertake;
- The expenses that CVHMC will pay the volunteer;
- The insurance cover that will be provided for the volunteer;
- Who will supervise the volunteer; and
- The notice that will be given to a volunteer if their role is to come to an end.



**5. Training**

CVHMC will provide any training required for the role.

**6. Health and safety**

CVHMC has a responsibility for the health and safety of volunteers. Volunteers should at all times follow the CVHMC health and safety policies and procedures. Volunteers have a duty to take care of themselves and others who might be affected by their actions. Volunteers should not act, without permission, outside of their authorised area of work. Volunteers should report any accidents to their nominated supervisor.

**7. Reimburse**

Volunteers are unpaid. However, CVHMC will reimburse recruited volunteers for travel and subsistence expenses.

**8. Policies and procedures**

Volunteers are expected to comply with CVHMC policies and procedures while they are on its premises or undertaking any of their volunteering duties. Their induction will include an explanation of these policies and procedures which can be found on the website.

**9. Insurance**

CVHMC will ensure that volunteers are covered for insurance purposes in respect of personal injury. CVHMC will also ensure that volunteers are provided with professional and public liability insurance. The insurance will not cover unauthorised actions or actions outside of the volunteering agreement.

**10. Confidentiality**

Volunteers are likely to become aware of confidential information about CVHMC, its Trustees, staff, hirers and suppliers. Volunteers should not disclose information or use it for their own or another's benefit without the consent of the Management Committee. This does not prevent disclosure once the information is on the public domain (unless it has been made public as a result of the volunteer's breach of confidentiality) or where the law permits or requires disclosure.

**11. Supervision**

A supervisor will be appointed to support and manage a recruited volunteer and any queries the volunteer should have should be discussed with the supervisor. Volunteers in support of the work of the Trustees will be encouraged to attend team and committee meetings.

**12. Dealing with problems**

The supervisor or a Trustee will normally try to solve any problems informally, but if this is not possible the formal complaints system will come into operation. CVHMC complaints policy and procedure is found on the CVHMC website.

**13. Volunteers pack**

On commencement of their volunteer work, the volunteer will be given a pack containing

- General information about CVHMC
- A copy of this volunteering policy
- A copy of the volunteering agreement