

Kentford and Kennett Village Hall Association

Volunteer Policy

Introduction

Kentford and Kennett Village Hall Committee believe 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 Kentford and Kennett Village Hall Association seeks to involve volunteers to:

- Ensure our events meet the needs of our community
- Ensure the community are actively involved in K&KVH
- Provide opportunities for all ages of the community to develop new skills and perspectives
- Increase our contact with more people in the community

Principles

This Volunteering Policy is underpinned by the following principles:

- Kentford and Kennett Village Hall will ensure that volunteers are made to feel welcome and included and that their contribution, on whatever level, is facilitated to enable them to contribute to Kentford and Kennett Village Hall's work.
- Kentford and Kennett Village Hall is run completely by volunteers which may be supported by a limited number of paid staff for administration activities.
- Kentford and Kennett Village Hall expects that the committee works positively with each other and with all other volunteers.
- Kentford and Kennett Village Hall will actively seek to attract and involve volunteers in their work.
- Kentford and Kennett Village Hall recognises that volunteers require appreciation and satisfaction for their contribution and we will seek to help volunteers meet these needs.
- Kentford and Kennett Village Hall will provide any training required and will ensure there is a safe and pleasant environment to work in.

Practice Guidelines

The following guidelines deal with practical aspects of the involvement of volunteers.

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.

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 Kentford and Kennett 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 Kentford and Kennett 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 Kentford and Kennett Village Hall insurance policy whilst they are on the premises or engaged in any work on Kentford and Kennett Village Hall's behalf.

Health and Safety

Volunteers are covered by Kentford and Kennett Village Hall's Health and Safety Policy, a copy of which is available from the Committee secretary.

Equal Opportunities

Kentford and Kennett Village Hall operates an equal opportunities policy. A copy is available from the Committee secretary. 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 will decide on the appropriate course of action at the time, that member of the Committee is required to discuss, at least the salient points, of how the issue has been dealt with at the next meeting to ensure consistency and fairness.

Confidentiality

All volunteers are required to observe confidentiality where appropriate and/or requested to.

Registered Charity No: 300402