

D4: Volunteer Policy

Introduction

Laxfield Village Hall is a registered charity with a Board of Trustees and is managed by an elected Management Committee. The Village Hall does not employ anyone directly to assist with the running of the Hall. Volunteers are individuals who undertake activities on behalf of our organisation, unpaid and of their own free choice. This policy sets out the principles and practices of how we involve Volunteers and is relevant to Trustees, Staff and Volunteers within the organisation. The aims of the policy are to create a common understanding and to clarify roles and responsibilities to ensure the highest standards are maintained in the management of Volunteers.

Principles

The Management Committee will ensure that Volunteers are made to feel welcome and included. Our objective is to organise volunteering efficiently and sensitively, so the valuable gift of the Volunteer's time is fully used to contribute to the running of Laxfield Village Hall. The recruitment of Volunteers is conducted by actively seeking to involve people in the community through social media sites and events.

Volunteers can expect to have clear information on the following:

- Village Hall policies
- activities and events
- training and support
- expenses
- who the Management Committee Members are
- who to contact to raise any concerns of volunteering at Laxfield Village Hall

Volunteers will be:

- insured and volunteer in a safe environment
- treated with fairness in a non-discriminatory manner
- recognised and appreciated
- encouraged to put forward ideas, any suggestion will be raised at a committee meeting
- able to say 'no' to anything which they consider to be unrealistic or unreasonable

Expenses

- Reimbursement of expenses will be made only on provision of a receipt for approved expenditure by the Management Committee and submitted to Laxfield Parish Clerk by email to laxfieldparishclerk@gmail.com .

Health and Safety

- All persons engaged in any activity on the site are required to operate safely and in accordance with any guidelines provided for that activity in addition to the general policies of Laxfield Village Hall.
- We request that all Volunteers discuss what involvement they would like to have and air any problems.
- Volunteers are insured as part of Laxfield Village Hall's cover.

Review:

The Management Committee will assess how the policy is working in practice, reviewing the policy annually and take action to address any issues.

Agreement to follow The Volunteer Policy by The Board of Trustees and members of The Management Committee is fully supported.

Next scheduled review: September 2025