

# TONGHAM VILLAGE HALL VOLUNTEER POLICY



## Introduction

Tongham 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.

The building is provided for the benefit of the inhabitants of Tongham, their visitors and friends for the purposes of:-

- Mutual improvement
- Social intercourse and amusement
- Mental and moral culture
- Literary pursuits
- Physical training, and
- Any such general public or philanthropic objects approved by the Management Committee.

The operation of the Village Hall should be conducted on a broad and non political basis and should not exclude any person on the grounds of class, party, sex or creed.

## Principles

This Volunteering Policy is underpinned by the following principles:

- Tongham 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 Tongham Village Hall's work.
- Tongham Village Hall is run completely by volunteers.
- Tongham Village Hall expects that the committee works positively with each other and with all other volunteers.
- Tongham Village Hall will actively seek to attract and involve volunteer's in their work.
- Tongham Village Hall recognises that volunteers require appreciation and satisfaction for their contribution and we will seek to help volunteers meet these needs.
- Tongham Village Hall will provide any training required and will ensure there is a safe a pleasant environment to work in.

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## 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 Tongham 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 Tongham 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 Tongham Village Hall insurance policy whilst they are on the premises or engaged in any work on Tongham Village Hall's behalf.

## Health and Safety

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

## 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.

Policy adopted \_\_\_\_\_ 21<sup>st</sup> March 19

Next review \_\_\_\_\_ 21<sup>st</sup> March 19