

Volunteering Policy and Procedures for South Hanningfield Village Hall

**Reviewed and approved by the South Hanningfield Village Hall Committee Charity
301402 on 21st October 2024**

Introduction

South Hanningfield Village Hall (SHVH) is a registered charity and is run and managed by an elected committee in accordance with its Scheme dated 1st January 1963. 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 volunteer policy sets out the principles and practice by which we involve volunteers and is relevant to, all volunteers and trustees within the organisation. It aims to create a common understanding and to clarify roles and responsibilities to ensure the highest standards are maintained in relation to the management of volunteers. Our main objective is to make the Village Hall the social hub of our community for everyone within the village and the surrounding areas.

The South Hanningfield Village Hall Management Committee recognises and welcomes the right of people to participate in the life of the community through volunteering. It also acknowledges that volunteers contribute in many ways; that contribution is unique, and that volunteering can benefit the Village Hall, the local community, and the volunteers themselves. The Management Committee values the contribution made by volunteers and is committed to involving volunteers in appropriate positions and in ways which ensure that the valuable gift of the volunteer's time is best used to the mutual advantage of all concerned.

Values and principles:

1. The volunteer gives their time free of charge. Beyond a presumption of mutual support and reliability, no binding obligations will be imposed on volunteers to attend, give, or be set, a minimum level of involvement or participation in Village Hall activities.
2. Volunteers can be elected members of the Management Committee, Representative members of organisations using the Hall, co-opted onto the Management Committee, or involved in ad-hoc work in support of the Hall activities. This policy relates to all such volunteers.
3. Volunteers are welcome to give their time irregularly, when it is convenient to them and helpful to the Committee.
4. The Management Committee acknowledges its duty to look after the welfare of irregular volunteers and to ensure that they are properly instructed and are managed in a safe and effective manner.

5. Volunteering is open to all regardless of race, gender, religion, sexual orientation, or political beliefs.
6. All new volunteers will be made aware of, and have access to, all the Village Hall's relevant policies, including those relating to Volunteering, Health & Safety and Equal Opportunities.
7. Irregular volunteers will have a named person (normally the Chair of the Village Hall Management Committee) to whom they can take their volunteering concerns and seek guidance and support.
8. Irregular volunteers will have access to proper support and supervision and an opportunity to share their views with the Management Committee.
9. The Village Hall insurance policies include the authorised activities of volunteers and the liability towards them. They do not insure the volunteer's personal possessions against loss or damage.

Rights and responsibilities:

The Management Committee recognises the rights of volunteers to:

- Know what is, and is not, expected of them.
- Have adequate support and safe working conditions.
- Be insured.
- Receive adequate instruction or training.
- Be free from discrimination.

The Management Committee expects volunteers to:

- Be reliable and honest.
- Respect confidentiality.
- Carry out tasks in a way that reflects the aims and values of the Village Hall.
- Respect the work of the Management Committee and not bring it into disrepute.
- Comply with the Village Hall's policies

The successful implementation of this policy depends on the awareness and commitment of all members of the Management Committee and all volunteers who support the activities of the Village Hall. Accordingly, all new members and volunteers shall be made aware of the existence of the policy when first joining and made aware that they will be expected to conform with its requirements.

Next review due September 2025