



## Harriston Village Hall CIO Volunteer Policy

### Introduction

Harriston 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 Harriston Village Hall seeks to involve volunteers to:  
Ensure our events meet the needs of our community  
Ensure the community is actively involved in Harriston Village Hall  
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:

- Harriston 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 Harriston Village Hall's work.
- Harriston Village Hall is run completely by volunteers.
- Harriston Village Hall expects that the committee works positively with each other and with all other volunteers.
- Harriston Village Hall will actively seek to attract and involve volunteers in their work.
- Harriston Village Hall recognises that volunteers require appreciation and satisfaction for their contribution and we will seek to help volunteers meet these needs.
- Harriston Village Hall will provide any training required and will ensure there is a safe a 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 Harriston 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 Trustees/working 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 Harriston 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 Harriston Village Hall insurance policy whilst they are on the premises or engaged in any work on Harriston Village Hall's behalf.

**Health and Safety**

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

**Equal Opportunities**

Harriston Village Hall operates an equal opportunities policy. A copy will be on our website and 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.