



EDITH BANKES MEMORIAL HALL

HIGH STREET, NORTHOP

REGISTERED CHARITY NO. 217747

VOLUNTEER POLICY

Prepared by Robert Mackey, Chairman September 2023

Next review due September 2025

Introduction

The trustees recognise that volunteering makes a significant contribution to the operations of community facilities run by charitable organisations.

The Edith Bankes Memorial Hall is a registered Charity. It is managed by the trustees who receive no remuneration for their work.

The trustees recognise that volunteering provides an opportunity for individuals to: -

- Make a contribution within their community.
- Socially interact with other volunteers, meet existing friends, and make new friends.
- Gain a better understand the community they live in.
- Experience new situations and learn new skills.
- Benefit from better physical and mental well-being.

The Trustees of the hall are committed to equal opportunities and diversity.

The purpose of the hall and the role of volunteers

We strive to offer facilities for a varied and diverse range of activities which promote community spirit. Our main objective is to make the Hall a social hub for everyone within the community.

In line with this commitment the trustees seek to involve volunteers to:

- Ensure that our facilities meet the needs of our community.
- Ensure that the community is actively involved in every aspect of hall.
- Provide opportunities for everyone in the community to develop contribute without any form of discrimination.
- Increase our contact with people in the community.
- Support the trustees in maintaining and protecting the structure of the building and its environs.
- Provide opportunities for people from the community to enjoy the benefits of volunteering in a relaxed and non-threatening environment without any form of discrimination.

Principles

We 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 the hall.

- The trustees expect all volunteers to work positively with each other.
- The trustees will actively seek to attract and involve volunteers in their work.

- The trustees recognise that volunteers require appreciation and satisfaction for their contribution, and we will seek to help volunteers meet these needs.
- The trustees will provide any training required
- The trustees aim to provide a safe and pleasant environment to volunteer in.
- The trustees ask that volunteers promote the hall and encourage increased use of the facilities.

Recruitment

All prospective volunteers will meet informally with the trustees, or someone delegated by them, to find out what they would like to do, the skills they offer, suitability and how best their potential might be realised.

Expenses

Any monies paid on behalf of the trustees for the benefit of the hall will be reimbursed when a receipt is provided to support the expenditure. Such expenditure will only be reimbursed if properly authorised prior to the spend taking place.

Training and instruction

Training and instruction will be provided as appropriate.

Volunteers will be given guidance and constructive feedback when appropriate.

We ask all volunteers to discuss what involvement they would like and to air any problems.

Volunteers are encouraged to express their views about matters concerning the hall. Where requested confidentiality will be maintained.

We welcome proposals from volunteers on how they can contribute to making the hall a better facility for the users.

Insurance

All volunteers are covered by the hall's insurance policy whilst they are engaged in any work on the hall's behalf.

Volunteers are covered by and expected to comply with hall's Health and Safety Policy. A copy of this policy will be available.

Compliance

Volunteers are required to comply with various policies including but not limited to:-

- Equality and Diversity
- Data Protection
- Safeguarding

Copies of these policies are available.