

## **Introduction**

Trunch Village Hall (TVH) is a registered charity and is run by an elected management committee in accordance with its Trust Deed dated 24 November 1969. TVH 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.

We believe in equal opportunities, diversity and inclusion. We strive to deliver a varied and diverse range of activities which promote a community spirit. Our main objective is to make TVH a social hub for everyone within our village and the surrounding areas.

## **Key values and principles**

The volunteer role is based on trust and mutual understanding. There is no contractual obligation for the volunteer to attend or to undertake particular tasks. However, there is a presumption of mutual support and reliability, and a reciprocal set of expectations.

Volunteers can expect:

- To have clear information about what is and is not expected of them
- To receive adequate support and training where required
- To be insured and to volunteer in a safe environment
- To be treated with respect and in a non-discriminatory manner
- To receive reimbursement for reasonable expenses
- To be recognised and appreciated
- To know what to do if something goes wrong

TVH expects volunteers:

- To be reliable, open and honest
- To carry out tasks within agreed guidelines
- To uphold the village hall's values and comply with its policies and procedures
- To contribute positively to the aims of the village hall and avoid bringing it into disrepute
- To respect confidentiality

## **Recruitment**

TVH will ensure equality of opportunity for all volunteers. 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.

## **Support**

All volunteers will receive an induction into TVH and the area they will be involved in. They will be supplied with a list of TVH management committee members and copies of its current policies. Training will be provided as appropriate.

We request that all volunteers discuss what involvement they would like to have and to air any problems. We will attempt to deal with any problems informally and at the earliest opportunity.

Any member of the management committee can be contacted, and, if required, the issue or suggestion will be raised at a management committee meeting. Where requested confidentiality will be maintained.

## **Expenses**

All volunteers are able to claim reasonable out of pocket expenses incurred in carrying out their activities, subject to agreement beforehand with the management committee and the production of receipts.

## **Insurance**

TVH 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.

## **Policies and Procedures**

Volunteers will be made aware of all relevant policies and procedures, including those relating to Volunteering, Health & Safety, Equal Opportunities, Safeguarding and Data Protection. Volunteers will be expected to have an understanding of TVH's policies and to comply with them accordingly.

## **Confidentiality**

All volunteers are required to observe confidentiality where appropriate and/or requested to do so.

The village hall management committee will carry out an annual review of this policy.