

## Volunteer Policy 2017

### MetfieldVillage Hall

#### **Introduction**

Metfield 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

Metfield Village Hall seeks to involve volunteers to:

Ensure our events meet the needs of our community

Ensure the community are actively involved in MVHProvide

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:

Metfield 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 Metfiled Village Hall's work.

Metfiled Village Hall is run completely by volunteers.

Metfield Village Hall expects that the committee works positively with each other and with all other volunteers

Metfield Village Hall will actively seek to attract and involve volunteer's in their work.

Metfield Village Hall recognises that volunteers require appreciation and satisfaction for their contribution and we will seek to help volunteers meet these needs

Metfiled 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

. Volunteers will be offered a meal or refreshments by prior agreement of the committee; a decision will be made per event in relation to the number of hours being worked.

### **Metfield Village Hall Volunteer Policy 2010 Induction and training**

All volunteers will receive an induction into Metfield Village Hall and the area they will be involved in

. Training will be provided as appropriate and support given. 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 with the committee.

### **The Volunteer's Voice**

Volunteers are encouraged to express their views about matters concerning Metfield 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 Metfield Village Hall

Insurance policy whilst they are on the premises.

Metfield Village Hall's behalf.

### **Health and Safety**

Volunteers are covered by

Metfield Village Halls Health and Safety Policy, a copy of which is on our website and available from the Committee secretary. Equal Opportunities

Metfield Village Hall operates an equal opportunities policy

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A copy is 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

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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 confidentially where appropriate

To Be reviewed yearly at the AGM