

ELMSETT & ALDHAM VILLAGE HALL

VOLUNTEER POLICY

Dated 06.02.2025

Introduction

Elmsett & Aldham 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 hub of our community for everyone within the village and the surrounding areas.

In line with this Elmsett & Aldham Village Hall seeks to involve volunteers to:

Ensure our events meet the needs of our community

Ensure the community are actively involved in Elmsett & Aldham 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:

Elmsett & Aldham 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 Elmsett & Aldham Village Hall's work.

Elmsett & Aldham Village Hall is run completely by volunteers.

Elmsett & Aldham Village Hall expects that the committee works positively with each other and with all other volunteers.

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

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

Elmsett & Aldham 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.

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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.

All volunteers will receive an induction into Elmsett & Aldham 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 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 Elmsett & Aldham 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 Elmsett & Aldham Village Hall's insurance policy whilst they are on the premises or engaged in any work on Elmsett & Aldham Village Hall's behalf.

Health and Safety

Volunteers are covered by Elmsett & Aldham Village Hall's Health and Safety Policy, a copy of which is available.

Equal Opportunities

Elmsett & Aldham Village Hall operates an equal opportunities policy. A copy is available.

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

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meeting to ensure consistency and fairness. Confidentiality.

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

Review and Change History

Date	Comments	Approved by
01.12.2017	Original	Management Committee
06.02.2025	No changes	Alan Tychowski
18/05/2026	No changes	Alan Tychowski