

# **Volunteer Policy**

Bramley Village Hall Trust  
27 January 2022

## **Bramley Village Hall Trust**

### **Volunteer Policy**

#### **Why are Volunteers Important?**

The number of Trustees of Bramley Village Hall is fixed under the terms of the Deed for the original donation to establish the facility for the community: seven Trustees, plus one representative of the Parish Council and three other co-optees. That should not limit the number of people who could be involved with the Trustees in managing the Village Hall. We encourage volunteers, either as prospective Trustees or to work on specific projects or on behalf of interest groups and users of the Hall; we are keen to encourage greater understanding of the role of the Village Hall within our community and to build greater resilience in support of the Trustees. We need more volunteers and for the purposes of this policy, 'volunteers' refers to new or potential Trustees and all others wishing to be involved in our work.

#### **Role of Volunteers**

A volunteer is an individual who supports the work of one or more of the Trustees, either through an interest in a Trustee's area of responsibility or because they have specific knowledge or skills sets that can benefit the Trustees. A volunteer can also work with Trustees in support of a specific project or on behalf of a user group. The role of the volunteer will be defined, and agreed and supported by the Trustees. All volunteers will be subject to the following terms and conditions.

#### **Induction and training**

All volunteers will receive an induction into Bramley Village Hall and the area they will be involved in. Training will be provided as appropriate. In each case an existing Trustee will act as mentor for the volunteer.

#### **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 Bramley 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 Bramley Village Hall insurance Employer's Liability Clause whilst they are on the premises or engaged in any work on Bramley Village Hall's behalf.

### **Health and Safety**

Volunteers are covered by Bramley Village Hall's Health and Safety Policy, a copy of which is available from the Secretary. All volunteers will read and abide by the guidance in this policy.

### **Equal Opportunities**

Bramley Village Hall operates an equal opportunities policy. A copy is available from the 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.

Date of Writing: 25/01/2022

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Date of Next Review: February 2023