

Bishops Frome Village Centre

VOLUNTEERING POLICY

Bishops Frome Village Centre Management Committee believes in equal opportunities and diversity. We strive to deliver a varied and diverse range of activities within the Centre which promote the building of community.

Principles

Bishops Frome Village Centre seeks to involve volunteers to:

- Ensure our events meet the needs of our community.
- Ensure the community are actively involved in our 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.

In line with this Bishops Frome Village Centre seeks to involve volunteers to:

- Provide events to the community
- Encourage all ages within the community to be actively involved with Bishops Frome Village Centre
- Increase our contact with more people in the community.

Recruitment

- As a committee we will advertise for a specific role within our organisation to ensure that we have people in post with an appropriate skill set for that role. All prospective volunteers will be informally interviewed to ascertain their suitability to the role and how best their potential might be realised. Prospective trustees will be asked that they are eligible to act as a trustee under the Charities Act excluding anyone who is
 - disqualified as a company director
 - have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
 - an undischarged bankrupt (or subject to sequestration in Scotland), or has a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors
 - have been removed as a trustee of any charity by the commission (or the court) because of misconduct or mismanagement

Expenses

All volunteers will have any monies paid on behalf of the village centre reimbursed when a receipt is provided to support the expenditure.

Induction and training

All volunteers will receive an induction into Bishops Frome Village Centre 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 Bishops Frome Village Centre 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 Bishops Frome Village centre insurance policy whilst they are on the premises or engaged in any work on the centre's behalf.

Health and Safety

Volunteers are covered by Bishops Frome Village Centre's Health and Safety Policy, a copy of which is on our website and available from the Committee secretary.

Equal Opportunities

Bishops Frome Village Centre operates an equal opportunities policy. A copy is on our website and is 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 follow the procedure laid down in our Complaint's Policy.

Confidentiality

All volunteers are required to observe confidentiality.

Adopted: November 2020

Reviewed: 7th November 2022 by Tony Davis

Next review: October 2023

Reviewed: Jan 24