

## **Bishops Frome Village Centre Volunteering Policy**

Bishops Frome Village Centre (BFVC) Management Committee strives to offer a varied and diverse range of activities at the Centre to promote the building of community, and seeks to include everyone in the village and surrounding areas.

### **Principles**

BFVC 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 these aims, BFVC seeks to involve volunteers to:

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

### **Recruitment**

As the Management 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
- has 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 any creditors
- has 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 next appropriate committee meeting. Where requested confidentiality will be maintained.

### **Insurance**

All volunteers are covered by BFVC 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 BFVC's Health and Safety Policy, a copy of which is on our website and available from the Committee secretary.

### **Equal Opportunities**

BFVC 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 with a member of the Committee who follow the procedure laid down in our Complaint's Policy.

### **Confidentiality**

All volunteers are required to observe confidentially.

Adopted 17 March 2025

Next review: March 2027