

BRUSHFORD PARISH HALL

REGISTERED CHARITY NO: 1176214

Volunteer Management Policy

The Objects of Brushford Parish Hall CIO are to establish and run a village hall and to promote activities for the benefit of the inhabitants of the Parish of Brushford and surrounding area.

(Articles of Association, 2017)

Scope

This policy applies to all volunteers who undertake activities for Brushford Parish Hall including the Trustees.

Values

Brushford Parish Hall operates almost entirely through volunteers and values the involvement of volunteers in our work because they help reflect the interests, needs and resources of the community we aim to serve and bring a unique perspective on all our work.

Since Brushford Parish Hall benefits from the skills, experience and enthusiasm of volunteers, we believe that volunteers should be able to gain developmental and social benefits from the experience too. We are committed to managing volunteers in a way that ensures that the needs of both parties are met.

Brushford Parish Hall strives to create a diverse and inclusive organisation within a diverse and inclusive community. Therefore, we are committed to ensuring equality of access to volunteer opportunities and equality of treatment for our volunteers in all our policies and practices.

Support

Brushford Parish Hall endeavours to provide adequate and appropriate facilities, equipment and resources to enable volunteers to fulfil their roles. Activities organised by the Brushford Parish Hall will be led by one or more of the Trustees who will therefore be responsible for the overall management of volunteers involved in the activity, including providing support and supervision, identifying training requirements, agreeing expenses and giving feedback on the outcome of the event.

Volunteers with Brushford Parish Hall are fully protected by the organisation's public liability and personal accident insurance. However, drivers using their cars in connection with their volunteer activity must inform their own insurance company to ensure adequate and continued cover.

Brushford Parish Hall reimburses volunteers' out of pocket expenses for travel and small items purchased for the hall when claims are submitted on a standard Expenses Claim Form and accompanied by proof of expenditure. Wherever possible any expenditure should be agreed in advance with the Treasurer or another Trustee. Brushford Parish Hall reserves the right not to reimburse unauthorised expenditure.

Recruitment and Selection

Brushford Parish Hall is committed to serving and representing all the people of the parish and wishes to see all sections of the community represented among our volunteers. Volunteer opportunities will be widely promoted and we will encourage everyone who so wishes to take part. Where a volunteer is likely to be working with children and/or vulnerable adults the provisions of the Vulnerable Beneficiaries Policy will apply.

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Management of Volunteers

The Trustee(s) leading an activity will be the designated supervisor for any volunteers involved and will ensure that volunteers are properly briefed about the activities to be undertaken, and given all the necessary information to enable them to perform them with confidence. This includes all relevant health and safety information and essential policies and procedures. The designated supervisor(s) should provide day-to-day help and guidance on any issue related to the voluntary work and is responsible for providing regular support to, and supervision of, the volunteer. Additionally Brushford Parish Hall *is* committed to improving the effectiveness of volunteers and may provide training to volunteers, either internally or externally, where this will enhance the quality and safety of the activity.

Brushford Parish Hall aims to reflect the voluntary nature of our relationship with volunteers in all our policies and procedures for managing their involvement. Therefore, the volunteer's designated supervisor will deal with minor complaints or grievances about or by volunteers or their work through the usual support and supervision procedures, in the first instance. However, we recognise our duty to protect the wellbeing and interests of all our stakeholders and therefore operate a formal complaints policy and procedure in the case of more serious complaints.

In the case of particularly serious offences, the subject of the complaint may be asked to leave. Where a criminal offence is suspected, the matter will be handed over to the police.

Feedback from volunteers is always welcome and any volunteer may make representations to the Trustees meetings.

For all volunteers Brushford Parish Hall may keep contact details and other relevant personal information including agreements made; hours worked; records of support and supervision activities; training undertaken and any complaints or grievances made or received. Some of this information and other relevant information may be recorded in computerised records. Brushford Parish Hall treats confidentially all personal information provided to us by volunteers.

Both volunteers and Brushford Parish Hall agree that the intellectual property rights of original work (for example, flyers, photos, reports etc.) produced by volunteers automatically transfer to Brushford Parish Hall.

POLICY APPROVED BY THE BRUSHFORD PARISH HALL TRUSTEES ON 24th November 2015

Reviewed and approved 17th February 2022

Date for next review: 16th February 2023