



# Volunteer Management Policy and Procedure

Version	1
Name of responsible (ratifying) committee	The Committee of Management: Funtington and District Village Hall Trust
Date ratified	4/6/2015
Document Manager (job title)	Secretary: Funtington and District Village Hall Trust
Date issued	4/6/2015
Review date	May 2018 (unless requirements change)
Electronic location	Funtington District Community Centre website <a href="http://funtingtoncommunity.org/">http://funtingtoncommunity.org/</a>
Related Procedural Documents	Complaints Policy, H&S Policy, Equal Opportunities Policy
<p>In the case of hard copies of this policy the content can only be assured to be accurate on the date of issue marked on the document.</p> <p>For assurance that the most up to date policy is being used, staff should refer to the version held on the Funtington District Community Centre Society website <a href="http://funtingtoncommunity.org/">http://funtingtoncommunity.org/</a></p>	

## 1. Introduction

Funtington and District Village Hall Trust (the Trust) is an unincorporated association and is a registered charity: number 305373. It seeks to involve volunteers to:

- Ensure our services meet the needs of our users; and
- Increase our contact with the local community we serve

The Trust:

- Will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to the work of the Trust;
- Recognises that volunteers require satisfying work. The Trust will seek to help volunteers meet these needs, as well as helping to identify any required training for them to do their work effectively.

## 2. Purpose

This policy deals with the practical aspects of the involvement of volunteers.

## 3. Scope

The policy applies to all volunteers working on behalf of the Trust.

## 4. Responsibilities

**The Committee of Management** (the Committee) has overall responsibility for the effective operation of this policy and will bring its existence to the attention of all volunteers. The Committee is also responsible for ensuring, on a monthly basis, the receipt of details of any breaches of this policy and the actions taken.

**All volunteers** have a duty as part of their involvement with the Trust to do everything they can to ensure that the policy works in practice.

## 5. Process

### a) Recruitment

All prospective volunteers will be interviewed to find out what they would like to do; what skills they can bring; their general suitability and how best their potential might be realised.

### b) Voluntary work outlines

Each volunteer will have a written outline of the work they will be undertaking. This is not a contract; the Trust has no intention of creating a contract with any volunteer.

### c) Induction

All volunteers will receive a general induction and into their own area of work in particular.

### d) Support

All volunteers will have a named person as their main point of contact, depending on the area of work in which they are involved. They will be provided with regular supervision to enable them to discuss progress, future development and any problems.

### e) Suggestions and Complaints

Volunteers will be encouraged to make suggestions about the work of the Trust. Should a volunteer wish to make a complaint the Trust's Complaints Policy and Procedure can be used. The policy can be found on the Trust website. [www.funtingtoncommunity.org](http://www.funtingtoncommunity.org)

### f) Insurance

Volunteers are covered by the Trust's insurance policy whilst they are on the premises and engaged in any work on its behalf.

g) Health and safety

Volunteers are covered by the Trust's Health and Safety Policy, a copy of which is held on the Trust's website [www.funtingtoncommunity.org](http://www.funtingtoncommunity.org)

h) Equal opportunities

The Trust operates an equal opportunities policy in respect of both paid staff and volunteers. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy. A copy of the policy is held on the Trust's website [www.funtingtoncommunity.org](http://www.funtingtoncommunity.org)

i) Confidentiality

Volunteers are bound by the same requirements for confidentiality as all other staff.

## **6. Organisational Learning**

a) At each meeting of the Committee, the Trust's Secretary will inform the Committee of the number and nature of any issues raised by individual volunteers together with any action taken or needing to be taken to address the matter.

b) Annually, consideration will be given to the implications of the use of volunteers for the planning and management of future services, as part of the Trust's self-evaluation.