

FRITWELL VILLAGE HALL CIO

VOLUNTEER POLICY V2.0 January 2022

Fritwell Village Hall (FVH) CIO is run by volunteer Trustees who believe in equal opportunities and diversity.

The Trustees aim to deliver a varied range of activities within the Hall, which are inclusive and promote a community spirit.

Our main objective is to make the Village Hall the social hub of our community for everyone within the village and the surrounding areas.

In line with this Fritwell Village Hall CIO seeks to involve volunteers to:

- Ensure our events meet the needs of our community
- Ensure the community is actively involved in FVH
- Increase our contact with more people in the community

The CIO seeks to:

- Ensure that volunteers are made to feel welcome and included and their contributions are facilitated, to enable them to contribute to Fritwell Village Hall's work.
- Work positively with each other and with all other volunteers
- Recognise and demonstrate that volunteers require appreciation and satisfaction for their contribution

Volunteers:

- Prospective volunteers will be encouraged to speak to one of the Committee Members about becoming a volunteer.
- All volunteers will have any monies paid on behalf of the Village Hall reimbursed when a receipt is provided to support the expenditure.
- All volunteers will receive informal advice, guidance and training as necessary and appropriate.
- All volunteers are welcome to contact any trustee.
- Volunteers are encouraged to express their views about matters concerning Fritwell Village Hall and its work. Any trustee can be contacted and, where required, the issue or suggestion will be raised at the Committee Meeting. Where requested confidentiality will be maintained.
- All volunteers are covered by Fritwell Village Hall insurance policy whilst they are on the premises or engaged in any work on Fritwell Village Hall's behalf.
- Volunteers are covered by Fritwell Village Hall's Health and Safety Policy, a copy of which is on our website and available from the Committee secretary.
- Fritwell Village Hall CIO operates an equal opportunities policy. A copy is on our website and available from the Secretary. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

Fritwell Village Hall CIO, Fewcott Road, Fritwell, OX27 7QA

Website: www.fritwellvillagehall.co.uk

- All volunteers are required to observe confidentiality where appropriate.

Complaints

- Trustees aim to identify and solve problems at the earliest possible stage.
- Any complaints either by or about volunteers should be raised to a Trustee 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.
- All complaints will be dealt with in line with the Complaints and Procedures Policy

Fritwell Village Hall Volunteer Policy 2018

Reviewed/Revised January 2022 Policy V 2.0