



VOLUNTEER POLICY

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

Terminology: for the purpose of this policy the term “volunteer” refers to all those, other than the Trustees, who promote, contribute to the running of events organised by, or otherwise support the work of the CIO.

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 (other than Trustees)

- Prospective volunteers will be encouraged to speak to one of the trustees 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. (see Volunteer Organised Events Checklist)
- All volunteers are welcome to contact any trustee.

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

Website: www.fritwellvillagehall.co.uk



- 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 a Meeting of the Trustees. 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, in the Hall and available from the CIO 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.
- 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 Trustee 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

Volunteer Policy Approved/Released V1.0 July 2018

Reviewed/Updated Policy January 2022 V2.0

Reviewed/Updated Policy January 2023 V3.0

Reviewed/Updated Policy January 2024 V3.1

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

Website: www.fritwellvillagehall.co.uk

Version 3.1 January 2024

Page 2 of 2