



*Eversley Village Hall (CIO)
Registered Charity 1212230*

Eversley Village Hall – Volunteer Policy

1. Introduction

Eversley Village Hall recognises the valuable contribution that volunteers make to the running, maintenance, and continued success of the hall. Volunteers help support community activities, enhance the facilities, and ensure the hall remains a welcoming and well-managed space for all users.

This policy sets out the principles, expectations, and support provided to volunteers.

2. Our Commitment to Volunteers

We are committed to:

- Treating all volunteers fairly, respectfully, and without discrimination.
- Providing volunteers with clear information about their role and responsibilities.
- Offering appropriate guidance, instruction, and support to help volunteers work safely and confidently.
- Ensuring volunteers feel valued and appreciated for the time they give.
- Maintaining a safe environment and ensuring volunteers are aware of relevant policies (e.g., Safeguarding, Health & Safety).

Volunteers are not employees and will not receive a salary or employment benefits.

3. Volunteer Roles

Volunteers may support Eversley Village Hall in a range of activities, including but not limited to:

- Routine maintenance, cleaning, or gardening
- Supporting community events or fundraising activities
- Administrative tasks
- Serving on the Management Committee or sub-committees
- Checking the hall after bookings, reporting issues, or unlocking/locking sessions

Role descriptions may be provided where appropriate.

4. Recruitment and Involvement

- Volunteers will be welcomed from all backgrounds and selected based on their interest, skills, and the needs of the hall.
 - Some roles may require **DBS checks**, depending on the activity.
 - Volunteers will be asked to read key hall policies relevant to their tasks.
 - New volunteers may be offered an informal induction to help familiarise them with the hall, safety procedures, and their responsibilities.
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5. Expectations of Volunteers

Volunteers are expected to:

- Carry out their role reliably and to the best of their ability.
- Follow the Village Hall's policies and procedures.
- Prioritise safety and report hazards, incidents, or concerns promptly.
- Treat hall users, staff, trustees, and other volunteers with respect and courtesy.
- Represent the hall positively in all interactions.
- Maintain confidentiality where required.

If a volunteer has concerns or is unable to continue a task, they should speak to a Committee member.

6. Support and Supervision

- Volunteers will have access to a named Committee contact for guidance or questions.
 - Volunteers will receive any necessary information, equipment, or training required for their tasks.
 - The Committee encourages volunteers to raise issues, offer suggestions, or identify improvements.
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7. Insurance and Health & Safety

- Volunteers are covered by the Village Hall's public liability and employer's liability insurance when carrying out agreed tasks on behalf of the hall.
 - Volunteers must follow health and safety procedures and use equipment responsibly.
 - Appropriate risk assessments will be provided or explained where needed.
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8. Expenses

Volunteers may claim reasonable out-of-pocket expenses (e.g., materials, fuel for authorised tasks) with prior agreement from the Committee and proof of purchase.

9. Problem-Solving and Concerns

If issues arise regarding a volunteer's conduct or performance, the Committee will discuss the matter informally and sensitively.

Where concerns cannot be resolved informally, the Committee reserves the right to end a volunteer's involvement.

Volunteers may raise concerns through the Village Hall's Complaints Policy.

10. Review of Policy

Policy Review and Approval

This policy will be reviewed annually by the Management Committee or sooner if legal or operational changes occur.

Approved by: Eversley Village Hall Management Committee

Date: March 17th 2026
