



Lyng and District Community Hall  
Richmond Place  
Lyng  
Norfolk  
NR9 5RF  
Charity Number 1156339



## VOLUNTEER POLICY

The Trustees and Management Committee of Lyng & District Community Hall (L&DCH) are committed to equal opportunities and diversity. We strive to deliver a varied and diverse range of activities which promote a community spirit. Our main objective is to make the Hall the social hub of our community for everyone within the village and the surrounding areas. In line with this commitment L&DCH seeks to involve volunteers to:

- Ensure that our events meet the needs of our community
- Ensure that the community is actively involved in every aspect of L&DCH
- Provide opportunities for all ages of the community to develop new skills and perspectives
- Increase our contact with more people in the community

### Principles

- L&DCH will ensure that volunteers are made to feel welcome and included, and that their contribution, on whatever level, is facilitated to enable them to contribute to L&DCH.
- L&DCH expects all volunteers to work positively with each other
- L&DCH will actively seek to attract and involve volunteers in their work.
- L&DCH recognises that volunteers require appreciation and satisfaction for their contribution, and we will seek to help volunteers meet these needs.
- L&DCH will provide any training required and will ensure that there is a safe and pleasant environment to volunteer in.

### Recruitment

- All prospective volunteers will be informally interviewed to find out what they would like to do, their skills, suitability and how best their potential might be realised.

### Expenses

- Any monies paid on behalf of L&DCH will be reimbursed when a receipt is provided to support the expenditure and only if properly authorised prior to the spend taking place.
- Where appropriate volunteers will be offered a meal or refreshments by prior agreement of L&DCH. A decision will be made per event in relation to the number of hours being worked.

### Induction and training

- All volunteers will receive an induction into L&DCH and the area they will be involved in. They will be supplied with:
  - A list of L&DCH Management Committee Members and Trustees, including an outline of their responsibilities
  - Copies of all relevant current policies.
- Training will be provided as appropriate.

### Support

All volunteers will be given guidance and constructive feedback on their progress. We ask all volunteers to discuss what involvement they would like and to air any problems.

Volunteers are encouraged to express their views about matters concerning L&DCH. Any member of the L&DCH Management Committee can be contacted, and where required the issue or suggestion will be raised at a Management Committee meeting. Where requested confidentiality will be maintained.

### **Insurance**

All volunteers are covered by L&DCH's insurance policy whilst they are engaged in any work on L&DCH's behalf.

### **Health and Safety**

Volunteers are covered by L&DCH's Health and Safety Policy. A copy of this policy will be provided at induction and is also displayed at the Hall and available on our website.

### **Equal Opportunities and Diversity**

L&DCH operates an Equal Opportunities & Diversity policy. A copy of this policy will be provided at induction, and is also displayed at the Hall and available on our website.

Volunteers will be expected to have an understanding of, and commitment to, L&DCH's Equal Opportunities & Diversity policy, and will be expected to comply with it accordingly.

### **Confidentiality**

All volunteers are required to observe confidentiality where appropriate and/or requested to do so.

Our Volunteer Policy will be reviewed every 3 years and will be monitored annually. It will also be updated to comply with any relevant legislative changes.