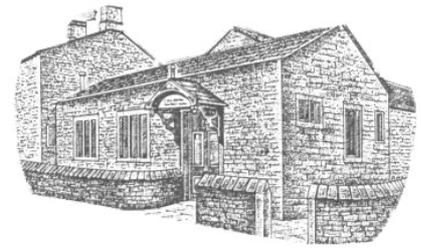


# **Kelbrook & Sough Village Hall**



## **Volunteer Policy – Issue 1 - 21<sup>th</sup> February 2026**

Kelbrook & Sough Village Hall is managed, operated and run entirely by volunteers except for our designated cleaner.

The scope of these voluntary duties includes such things as erection of marquees, cooking, running stalls, running the Hall's fundraising events and being Hall Management Committee members.

### **1.0 Definition**

Volunteers are people who are unpaid and of their own free will, contribute their time, energy and skills to the benefit of the community. Volunteering is an important expression of citizenship.

### **2.0 Commitment**

The Committee value the essential contribution volunteers make to the management and running of the Hall and are committed to their support and encouragement. Without them, the Hall would not exist. The act of volunteering benefits the users of the Hall, the local community and the volunteers themselves. The Committee recognises the need to use the valuable gift of each volunteer's time efficiently and sensitively to the mutual benefit of all concerned.

### **3.0 Statement of values and principles**

Volunteering is a legitimate and crucial activity that the Committee support and encourage. The volunteer offering his/her services makes a gift, binding only in honour, trust and mutual understanding. No enforceable obligation, contractual or otherwise, can be imposed on volunteers to help, attend, give or be set a minimum amount of time to carry out tasks.

Although volunteers offer time freely and willingly without binding obligation, there is a presumption of mutual support and reliability. Reciprocal expectations are acknowledged, both of what the Committee expects of volunteers and what volunteers expect of the Committee.

Kelbrook & Sough Village Hall is committed to equal opportunities and believes that volunteering should be open to all regardless of age, gender, ethnicity, ability, religion and political beliefs.

Volunteering opportunities will be widely promoted in ways that make them accessible to all members of the community.

#### **4.0 Rights and Responsibilities**

The Committee recognises the rights of volunteers to:

- Know what is and what is not expected of them
- Have adequate support in their volunteering
- Receive appreciation
- Have safe working conditions
- Be insured by the Hall
- Know their rights and responsibilities if something goes wrong
- Receive appropriate training
- Be free from discrimination
- Receive relevant reimbursement for out of pocket expenses incurred on behalf of the Hall, e.g. cleaning consumables

The Committee expects volunteers to:

- Be reliable
- Be honest
- Make the most of training and support opportunities
- Carry out tasks in a way that reflects the aims and values of the Hall
- Work within agreed guidelines
- Respect the work of the Hall and not bring it into disrepute
- Comply with the Hall's policies

#### **5.0 Volunteer Supervision**

Volunteers for an event will report to the person in charge of the event, or section of the event. It will be made clear to any volunteer who this person is prior to the event. This person is responsible for making clear the task to the volunteers and offering them appropriate guidance and advice to enable them to carry out the task effectively.

The Hall intend that each volunteer for any task should relate to a member of the Management Committee nominated for that task. The Committee member will be responsible for the support and guidance of the volunteer.

## **6.0 Recruitment and Selection**

1. There is no formal selection process for volunteers except for members of Management Committee. The new prospective Committee member will be proposed and seconded to become a member by the existing Committee at a meeting and formally recorded in the minutes of said meeting. The new member shall sign and date a declaration of their eligibility to become a Trustee as required by Charity Commission. On a 12 monthly basis the declaration will be repeated at the AGM to affirm that person still meets the Charity Commission requirements of Trusteeship, this being the case for all Committee members. The secretary will update the Charity Commission information via their website to include the appointee of being a Trustee of Kelbrook & Sough Village Hall.
2. Volunteers undertaking activities with children and vulnerable adults, including volunteers engaged in activities organised by the autonomous groups that use the Hall regularly, are subject to the required checks. That is volunteers taking part in a 'regulated activity', as defined and set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 (amended by the Protection of Freedoms Act 2012), are required to undertake a Criminal Records Bureau Enhanced Disclosure (a CRB enhanced check) run by the Disclosure and Barring Service (DBS).

The Village Hall does not provide any regulated activity itself.

## **7.0 Expenses**

No travel expenses are paid to volunteers most of whom live in the village and walk to the Hall. However, the committee seeks to reimburse volunteers who provide materials and goods, like cooking ingredients, wood and paints (the exception to this is when volunteers make it clear that they wish to donate the materials or goods involved).

## **8.0 Rewards**

We want to thank and reward our volunteers whenever we can. Such gifts or hospitality if provided by exception, are a mechanism for recognising and thanking volunteers for their efforts and in no way constitute 'valuable reward' or payment for the services of the volunteers. Rewards are at the discretion of the committee and are not agreed in advance with the volunteers, nor are they in any way proportionate to the time, effort or donations (either financial or in kind) volunteered by the individuals concerned.

This statement is made to establish that our volunteers do not have employee status.

## **9.0 Insurance**

The Village Hall's insurance policies cover the activities of volunteers and liability towards them.

## **10.0 Difficulties**

The Village Hall aims to treat all volunteers supportively, fairly, objectively and consistently. If there are any difficulties the Chair of the Village Hall Management Committee is the designated person to deal with complaints from or about volunteers. In the event that a volunteer is dissatisfied with any part of their dealings with the Hall and its activities, the Chairman will meet with them and try to find a solution. The aim is to settle any difficulties that arise in as informal a manner as possible.