

Lindridge Parish Hall
Reg. no. 523164
Volunteer Policy

The Trustees and Management Committee of Lindridge Parish Hall 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 parish and the surrounding areas. In line with this commitment LPH 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 LPH
- Provide opportunities for all ages of the community to develop new skills and perspectives
- Increase our contact with more people in the community

Principles

- LPH 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 LPH.
- LPH expects all volunteers to work positively with each other
- LPH will actively seek to attract and involve volunteers in their work.
- LPH values the contribution that volunteers make and will show its appreciation.
- LPH will provide any training required and will ensure that there is a safe and pleasant environment to volunteer in.

Expenses

- Any monies paid on behalf of LPH will be reimbursed when a receipt is provided to support the expenditure and only if properly authorised prior to the spend taking place.

Induction and training

- All volunteers will receive an induction into LPH, how it operates, its policies and the activity they will be involved in. They will be supplied with a list of Trustees' names, contacts and roles and emergency contacts as appropriate.
- Training will be provided as appropriate.

Support

We will ask all volunteers to discuss what involvement they would like and to air any problems. Volunteers will be free to raise issues concerning LPH through a member of the Management committee 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 LPH's insurance policy whilst they are engaged in any work on LPH's behalf.

Health and Safety

Volunteers are covered by LPH'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.

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Equal Opportunities and Diversity

LPH operates an Equal Opportunities and 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 LPH's Equal Opportunities and 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 and be taken through the Data Protection and Safeguarding Policies.

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.

Volunteer Coordinator: Richard Rainbird-Hitchins
01584881747 or secretary@lindridgeparishhall.co.uk