

Aghalee Village Hall Volunteer Policy

This Volunteer Policy describes the arrangement between Aghalee Village Hall and you. We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

AGREEMENT

Part 1: the organisation

Your role as a volunteer is _____ and

starts on _____. This volunteering role will assist Aghalee Village Hall

by _____

You can expect from: Aghalee Village Hall:

1. Induction and training

- To provide an induction on the work of Aghalee Village Hall, its staff, your volunteering role and the induction and/or training you need to meet the responsibilities of this role. The Secretary can explain the structure of the organisation.

2. Supervision, support and flexibility

- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them;
- To provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems;
- To do our best to help you develop your volunteering role with us.

3. Expenses

- To reimburse these expenses following the Expenses Policy and claim form procedures:
 - Travel to and from home to specific course or workshops or meetings during your work. Any costs of travel or car mileage allowances are agreed at 40p per mile and must be agreed beforehand.
 - Meal expenses to a maximum of £5 unless when meals are provided by a trainer or other agency. (Expenses should be incurred through volunteering so to be eligible you should volunteer around meal times or for at least 3 hours a day).
- Please keep all your receipts to give to us when we reimburse your expenses.

4. Health and safety

- To provide adequate training and receive feedback in support of our health and safety policy.

5. Insurance

- To provide adequate Insurance cover for volunteers whilst carrying out their volunteering roles which have been approved and authorised by us

6. Equal opportunities

- To ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy of which is available on request.

7. Problems

- To try to resolve fairly any problems, complaints and difficulties you may have while you volunteer with us;
- In the event of an unresolved problem, to offer an opportunity to bring a friend with you and to discuss the issues with the Officers.

Part 2: the volunteer

We expect you:

- To help Aghalee Village Hall fulfil its role/function/services which you will be helping with;
- To perform your volunteering role to the best of your ability;
- To follow the organisation's procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and clients;
- To **maintain as absolutely confidential** the information of the organisation and of its clients;
- To meet the time commitments and standards which have been mutually agreed to and to give reasonable notice so other arrangements can be made when this is not possible;
- To provide referees as agreed who may be contacted, and to agree to a Criminal Records Bureau check being carried out where necessary.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party.

Neither of us intends any employment relationship to be created either now or at any time in the future.

Document should be signed and dated by both parties