

# **The Stithians Centre Volunteer Policy**

## **(Including Equal Opportunities Policy)**

### Introduction

The Stithians Centre believes in equal opportunities and diversity. We strive to deliver a varied and diverse range of activities within the Hall which promote a community spirit. Our main objective is to make The Stithians Centre one of the social hubs of our community for everyone within the village and the surrounding areas.

- In line with this The Stithians Centre seeks to involve volunteers to:
- Ensure our events meet the needs of our community
- Ensure the community are actively involved in TSC
- Provide opportunities for all ages of the community to develop new skills and perspectives
- Increase our contact with more people in the community

### Principles

This Volunteering Policy is underpinned by the following principles:

- The Stithians Centre 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 The Stithians Centre's work.
- The Stithians Centre is run by volunteers and our contracted caretaker and cleaner.
- The Stithians Centre expects that the committee works positively with each other and with all other volunteers.
- The Stithians Centre will actively seek to attract and involve volunteers in their work.
- The Stithians Centre recognises that volunteers require appreciation and satisfaction for their contribution and we will seek to help volunteers meet these needs.
- The Stithians Centre will provide any training required and will ensure there is a safe a pleasant environment to work in.

## Practice Guidelines

The following guidelines deal with practical aspects of the involvement of volunteers.

### Recruitment

There is no formal recruitment and selection process for volunteers. All members of the community are welcome as volunteers. Volunteers self-select themselves for the various tasks required at events and to run the Centre.

The exceptions are volunteers who wish to become trustees who are elected, appointed or co-opted onto the committee, (or any volunteer who might be undertaking activities with children and vulnerable adults who will be subject to the required checks, a Disclosure and Barring Service check, DBS. )

### Expenses

All volunteers will have any monies paid on behalf of The Stithians Centre reimbursed subject to agreement beforehand by the committee and when a receipt is provided to support the expenditure. Volunteers will be offered a meal or refreshments by prior agreement of the committee, 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 The Stithians Centre and the area they will be involved in. Training will be provided as appropriate.

New trustees will be directed to or supplied with the following documents:

- The Essential Trustee – what you need to know (Charity Commission)
- The Stithians Centre Trust Deed
- A Trustee declaration form
- Minutes of the last ordinary meeting and latest accounts
- Trustees annual report
- The Stithians Centre's Policies

## Support

All volunteers are welcome to contact any member of the committee. All volunteers will be given guidance and constructive feedback on their progress. We request that all volunteers' discuss what involvement they would like to have and air any problems.

## The Volunteer's Voice

Volunteers are encouraged to express their views about matters concerning The Stithians Centre and its work. Any member of the committee can be contacted and where required the issue or suggestion will be raised at the committee meeting. Where requested confidentiality will be maintained.

## Insurance

All volunteers are covered by The Stithians Centre insurance policy whilst they are on the premises or engaged in any work on The Stithians Centre's behalf.

## Health and Safety

Volunteers are covered by The Stithians Centre's Health and Safety Policy, a copy of which is on our website and available from the Committee secretary.

## Equal Opportunities

The Stithians Centre operates an equal opportunities policy, see below. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

## Problem Solving

We aim to identify and solve problems at the earliest possible stage. Any complaints either by or about volunteers should be raised to a member of the Committee who will decide on the appropriate course of action at the time, that member of the Committee is required to discuss, at least the salient points, of how the issue has been dealt with at the next meeting to ensure consistency and fairness.

## Confidentiality

All volunteers are required to observe confidentially where appropriate and/or requested to.

### The Stithians Centre Equal Opportunities Policy

The Stithians Centre condemns inequality as defined by legislation and believes that no individual or group of people should receive less favourable treatment on the grounds of gender, age, colour, race, nationality, racial or national origins, cultural heritage, disability, marital status, social background, sexual orientation. It is committed to ensure all its actions give equality of opportunity and will actively seek out inequality and redress it.