



## **VOLUNTEER POLICY**

### **Hillstown Miners' Welfare Trust**

HMWT is a registered charity and runs and manages Hillstown Village Hall / Bowls Green / Sports-Recreation field.

#### **Introduction. Hillstown Miners Welfare Trust aim to with the help of volunteers**

- . Help deliver services to meet the needs of our users
- . Provide new skills and perspectives
- . Provide administrative support
- . Undertake fundraising
- . Help run events

Volunteers make a vital contribution to our aims. We recognise the added value that volunteers bring to our organisation and those who use our services. Volunteer involvement in this organisation does not replace or devalue the role of paid staff.

Within Hillstown Miners Welfare Trust volunteers are involved in

- . Management committee
- . List of roles undertaken by volunteers

Hillstown Miners Welfare Trust aims to have a reciprocal and mutually beneficial relationship with our volunteers, with their involvement informing and developing our work, enabling individuals to learn skills and achieve personal development through their volunteering.

The involvement of volunteers will be guided by the following principles of good practice.

- . The tasks to be performed by volunteers will be clearly defined, so that everyone is sure of their respective roles and responsibilities.
- . The organisation will comply with the Data Protection Act in the use of data held on all volunteers.
- . Volunteering opportunities will complement rather than replace the work of paid staff.

- . Volunteers will be provided with regular opportunities to share ideas/concerns with the volunteer co-ordinator.
- . All existing and future policies will be checked as to how they affect volunteers.

## **2. The purpose of the policy**

By adopting this policy Hillstown Miners Welfare Trust aims to;

- . Highlight and acknowledge the value of the contribution made by volunteers.
  - . Reflect the purpose, values, standards and strategies of the organisation in its approach to involving volunteers.
  - . Recognise the respective roles, rights and responsibilities of volunteers.
  - . Confirm this organisation's commitment to involving volunteers in its work.
  - . Establish clear principles for the involvement of volunteers.
  - . Ensure the ongoing quality of both the volunteering opportunities on offer and the work carried out by our volunteers.
- This policy provides an overview of the activities carried out by volunteers currently and provides a basis for the expansion, if required for the role of volunteers alongside paid staff. This document provides a framework for the involvement of volunteers.

## **3. Recruitment and selection**

Hillstown Miners Welfare Trust will adhere to its equalities and diversity policy when recruiting and selecting volunteers. All potential volunteers will be asked to complete a volunteer's application/registration form. Written task descriptions will outline time, commitment, necessary skills and actual duties.

Where specific training is required this will be highlighted as part of the recruitment process\*. Where there is a requirement for a Disclosure check this will be highlighted as part of the recruitment process.

\*Specific Health & Safety induction training for use of machinery and equipment will be carried out and a register kept in the HVH office.  
E.g., electrical machinery or petrol power equipment

## Support and Supervision

Once placed we will expect volunteers to comply with existing policies and procedures. All volunteers are covered under Hillstown Miners Welfare Trust Public Liability Insurance.

All volunteers will have an induction to their volunteering which will involve an overview of the relevant policies and procedures. Following induction volunteers will have regular support and supervision meetings with the volunteer co-ordinator to identify areas for development or to discuss any issues. A record of these meetings will be held as part of the individual volunteer's record which can be accessed at any time.

## Problem Solving

Where a concern is highlighted either by a volunteer or about a volunteer, an initial investigation will be made and recorded as to the outcome.

If a satisfactory outcome cannot be agreed by all parties involved it can be brought to the attention of the trustees and will be dealt with using the organisation's Disciplinary, grievance and dismissal policy.

## Responsibility

Overall responsibility for the implementation's, monitoring and review of the policy and procedures lie with the Trustees/volunteer co-ordinator of the management committee. Implementation and adherence to this policy is the responsibility of all staff and volunteers within the organisation.

**Feb 2023**

**Review date October 2024**