



Volunteer Policy

Purpose

The purpose of this policy is to provide guidance to individuals wishing to volunteer to help GCG.

Definition

A volunteer is someone who provide their time and skills free of charge and without expecting remuneration or other benefits from doing so.

Scope

The individuals falling within the scope of this policy include trustees (Board members) and all other volunteers. GCG uses volunteers in support of its aims to:

- provide a safe and comfortable place where people can gather, participate and celebrate
- provide facilities suitable for meetings, classes, activities, cafes and events, support a range of activities/events to meet the needs of the community, become and remain a social hub for our community

Recruitment

The centre may, from time-to-time, use posters/notices, the community magazine, the community Facebook page, word-of-mouth and other means to request volunteers for specific and/or general purposes to meet one-off and/or ongoing needs. Community members are encouraged to volunteer and every effort is made to match their skills to tasks to ensure their full potential is realised.

Training and Support

Training will be provided as appropriate. Volunteers can also contact any member of the Board for support.

No volunteer will have unsupervised access to children unless appropriately vetted. Should checks become necessary they will be undertaken in compliance with legislation.



es

All volunteers will have any monies relating to community centre expenditure reimbursed when a receipt is provided.

Insurance

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

Health and Safety

Volunteers should make every effort to operate in a safe manner with reference to GCG's Health and Safety Policy and Standards.

Other Centre Policies

Employees and Volunteers will have access to all GCG's policies and are expected to understand and commitment to them.

Confidentiality

All employees and volunteers are required to observe confidentially where appropriate.

Concerns

Any volunteer who has a concern may raise it with their manager, or with a trustee. If the charity has a concern about a volunteer, their manager, or someone appointed by GCG will raise the matter with the volunteer.