



# Volunteer Policy

## 1. Purpose

The purpose of this policy is to provide guidance for individuals who wish to volunteer with Gamesley Community Group (GCG). The policy outlines how volunteers are recruited, supported and managed, and ensures that volunteering contributes positively to both the charity and the wider community.

GCG recognises the valuable contribution volunteers make in helping the organisation achieve its aims and serve the community.

## 2. Definition

A volunteer is someone who provides their time and skills freely and without payment, and who does not expect remuneration or other financial benefits for doing so.

Volunteers may support the organisation on a regular basis or assist with occasional activities or events.

## 3. Scope

This policy applies to all individuals volunteering with GCG, including:

- Trustees (Board members)
- Regular volunteers
- Event or activity volunteers

Volunteers support GCG in achieving its aims to:

- Provide a safe and welcoming place where people can gather, participate and celebrate
- Provide facilities suitable for meetings, classes, activities, and events
- Support activities and events that meet the needs of the community
- Maintain and develop the community centre as a social hub for local residents

## 4. Recruitment

From time to time, GCG may recruit volunteers to support specific activities or ongoing needs.



ment may take place through:

- Posters and notices in the community
- The community magazine
- The community Facebook page
- Word of mouth
- Other appropriate communication channels
- An interview with prospective volunteers will be undertaken
- References may be requested.
- DBS checks will be undertaken.

Community members are encouraged to volunteer and GCG will make reasonable efforts to match volunteers' skills, interests and experience to suitable roles wherever possible.

## **5. Training and Support**

Volunteers will be provided with training and guidance appropriate to their role.

Support is available from trustees and other designated individuals involved in managing the centre.

Where a volunteer role involves working with vulnerable individuals, appropriate safeguarding procedures will be followed.

No volunteer will have unsupervised access to children or vulnerable individuals unless appropriate checks have been completed. Where necessary, Disclosure and Barring Service checks will be carried out in accordance with relevant legislation and safeguarding policies.

## **6. Expenses**

Volunteers will be reimbursed for reasonable expenses incurred on behalf of GCG, provided that receipts or appropriate evidence of expenditure are submitted.

Expenses should be agreed in advance where possible.

## **7. Insurance**

Volunteers are covered by GCG's insurance policy while they are:

- On the community centre premises, or
- Undertaking activities on behalf of GCG.



## **th and Safety**

Volunteers are expected to carry out their activities in a safe and responsible manner.

Volunteers must follow the guidance set out in GCG's Health and Safety Policy and comply with any relevant procedures designed to protect themselves and others.

### **9. Organisational Policies**

Volunteers will have access to relevant GCG policies and procedures.

Volunteers are expected to familiarise themselves with and adhere to these policies, including those relating to safeguarding, health and safety, confidentiality and data protection.

### **10. Confidentiality**

Volunteers may become aware of confidential or sensitive information while carrying out their role.

All volunteers are expected to respect confidentiality and not disclose information about individuals, activities or organisational matters unless authorised to do so.

### **11. Raising Concerns**

If a volunteer has a concern about their role or about the organisation, they should raise it with the individual supervising their activity or with a trustee.

Similarly, if GCG has a concern regarding a volunteer's conduct or behaviour, the matter will be discussed with the volunteer by their manager or a trustee so that it can be resolved appropriately.

### **12. Review of the Policy**

This policy will be reviewed periodically by the Board of Trustees to ensure it remains appropriate and reflects current best practice.