



# DUNLOP & DISTRICT Community Company

## VOLUNTEERS POLICY

### Introduction

The objects of the company are *'To promote the benefit of the inhabitants of Dunlop and District by associating the local statutory authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare and recreation and other leisure-time occupation so that their condition of life may be improved and to promote, protect, conserve and enhance the environment of Dunlop and District for the benefit of the inhabitants thereof.'*

In particular, the company retains a lease of Dunlop Village Hall and is responsible for managing these community facilities in pursuit of the above objectives.

In support of the above, the Company seeks to involve volunteers to:

- Enable community engagement and promote or improve social well-being
- Help in reducing overheads and improve financial sustainability
- Support the management of the Company
- Assist in the day to day running and management of Dunlop Village Hall
- Assist in all aspects of events and activities undertaken by the Company

### Our Commitment to you

Our aim is that:

- You are free to decide how you get involved and how much time you give.
- You are in agreement with the way your time, skills and experience are used.
- You are provided with appropriate training and encouraged to learn and develop within your role
- You recognise that the Company is seeking to be diverse and inclusive.
- You are given opportunities to feedback and pass your experience on to others.
- Your volunteering is valued, acknowledged and well-supported.
- You know to whom you are accountable and who to talk to if there are problems.
- You are free to stop volunteering and can say 'no' at any time!

## **What the Company asks for in return**

As a volunteer we ask you to:

- Take an interest in your role and the Company's wider work.
- Maintain good relations with other volunteers, Board members, staff and visitors.
- Take part in recommended training and meetings.
- Uphold relevant policies and practices, including those on health & safety and equal opportunities.
- Respect decisions taken by members of the Company Board.
- Act positively on behalf of the Company and promote its activities where appropriate.
- Respect the need for confidentiality where necessary.
- If you feel unhappy or concerned about any issue in relation to your volunteering that you speak about your concerns to the designated person you are accountable to.

The following guidelines deal with practical aspects of the involvement of volunteers. Documents referred to are available from the Company.

### ***Recruitment***

All prospective volunteers will have the opportunity to meet representatives of the Company to discuss what they would like to do, their skills, suitability and how best their potential might be realised.

### ***A Willing Relationship***

Our relationship with volunteers is one of mutual support and benefit. The Company Board and supporting Committees provide the framework, organisation and forward planning; volunteers offer skills and experience, time and support needed to enable the Company to function on a daily basis. As a volunteer you will be expected to accept Company policies and guidelines, however the relationship is not intended to create a legally binding contract.

### ***Induction and Training***

All volunteers will receive an induction into the Company and on any issues specific to their own area of activity. Training will be provided as appropriate. If as a volunteer you feel that you require any additional training, you can discuss this matter with the relevant Director and the Company will do its best to fulfil your requirements.

### ***Insurance***

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

### ***Health and Safety***

Volunteers are required to adhere to the Company's Health and Safety policies. Information on health and safety will be included in the induction into the Company.

***Equal Opportunities***

The Company operates an equal opportunities policy in respect of volunteers and any employees. 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. A procedure has been drawn up for dealing with complaints either by or about volunteers. A copy of the procedure is available from any member of the Board.

***Confidentiality***

Volunteers will be expected to respect the confidentiality of any information they may receive in the course of their volunteering activities, whether written, sent electronically or received verbally, and to avoid inappropriate comment or communications that might bring the Company into disrepute.