Volunteer Policy

The Yarcombe Jubilee Hall

Yarcombe Jubilee Hall is a registered charity and managed by a group of volunteers who are elected, appointed and co-opted which collectively form Yarcombe Jubilee Hall Management Committee, with the objective aim to ensure the fabric of the hall is maintained and improved to provide a social facility available to hire and for the benefit all of the community, with the major challenge of ensuring the hall is financially viable.

Committee Members are supported by occasional volunteers; all volunteers contribute in various ways and that contribution is unique and we recognise the value and enjoyment voluntary work brings to our community. Volunteers are integral to the future of the hall. We are committed to encouraging a diversity of people to volunteer and are committed to providing a safe and welcoming environment. The hall has Indemnity Insurance, Policies and procedures, these will be shared with volunteers, when necessary and can be found at: <https://www.yarcombehall.co.uk>

A volunteer role is based on trust and understanding. We recognise our responsibility to organise volunteering efficiently and sensitively so that the valuable gift of time is best used to the mutual advantage of all concerned

Volunteers may be involved:

- on a one-off, short term or on a long term, regular basis.

- in fundraising or community events

- in maintenance or improvements to the hall

Volunteers are expected:

- to be respectful, reliable and honest

- to contribute positively to the hall and avoid bring it in to disrepute

- to complete tasks safely and in accordance with any guidelines provided

Volunteers can expect to:

- have clear information what is expected of them

- be insured and to volunteer in a safe environment

- be treated with respect and in a non-discriminatory manner

- reimbursement with the provision of a receipt for approved expenditure

- be recognised and appreciated

- be able to say 'no' to anything which they consider to be unrealistic or unreasonable

- know what to do if something goes wrong

We aim to treat all volunteers fairly, objectively and consistently. We seek to ensure that volunteer's views are heard, noted and acted upon accordingly and promptly.

We will attempt to deal with any problems informally and at the earliest opportunity. All volunteers can contact a Hall Officer in the case of any issues or difficulty.

Yarcombe Jubilee Hall, Yarcombe, Honiton, Devon, EX14 9AA

Charity Number: 301024

May 2025

To be reviewed at least Annually

Next annual review May 2026