



# Mareham-Le-Fen Community Centre

Horncastle Road, Mareham-Le-Fen, Lincs. PE22 7QL

Admin: Mareham-Le-Fen Village Hall & Memorial Lawn - Charity No. 1087875



# **VOLUNTEER POLICY**

## **FOR**

# **MAREHAM LE FEN COMMUNITY CENTRE**

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# **Mareham Le Fen Community Centre** **Volunteer Policy**

## **Introduction**

Mareham Le Fen Community Centre Management Committee believe in equal opportunities and diversity. We strive to deliver a varied and diverse range of activities within the Hall which promote a community spirit.

Our main objective is to make the Community Centre the social hub of our community for everyone within the village and the surrounding areas.

In line with this Mareham Le Fen Community Centre seeks to involve volunteers to:  
Ensure our events meet the needs of our community  
Ensure the community are actively involved in Mareham Le Fen Community Centre  
Provide opportunities for all ages of the community to develop new skills and perspectives  
Increase our contact with more people in the community

## **Principles**

This Volunteering Policy is underpinned by the following principles:

- Mareham Le Fen Community Centre will ensure that volunteers are made to feel welcome and included and that their contribution, on whatever level, is facilitated to enable them to contribute to Mareham Le Fen Community Centre's work.
- Mareham Le Fen Community Centre is run completely by volunteers.
- Mareham Le Fen Community Centre expects that the committee works positively with each other and with all other volunteers.
- Mareham Le Fen Community Centre will actively seek to attract and involve volunteer's in their work.
- Mareham Le Fen Community Centre recognises that volunteers require appreciation and satisfaction for their contribution and we will seek to help volunteers meet these needs.
- Mareham Le Fen Community Centre will provide any training required and will ensure there is a safe and pleasant environment to work in.

## **Practice Guidelines**

The following guidelines deal with practical aspects of the involvement of volunteers.

### **Recruitment**

All prospective volunteers will be informally interviewed to find out what they would like to do, their skills, suitability and how best their potential might be realised.

### **Expenses**

All volunteers will have any monies paid on behalf of the village hall reimbursed when a receipt is provided to support the expenditure. Volunteers will be offered a meal or refreshments by prior agreement of the committee, a decision will be made per event in relation to the number of hours being worked.

**Induction and training**

All volunteers will receive an induction into Mareham Le Fen Community Centre and the area they will be involved in. Training will be provided as appropriate.

**Support**

All volunteers are welcome to contact any member of the committee. All volunteers will be given guidance and constructive feedback on their progress. We request that all volunteers' discuss what involvement they would like to have and air any problems.

**The Volunteer's Voice**

Volunteers are encouraged to express their views about matters concerning Mareham Le Fen Community Centre and its work. Any member of the committee can be contacted and where required the issue or suggestion will be raised at the committee meeting. Where requested confidentiality will be maintained.

**Insurance**

All volunteers are covered by Mareham Le Fen Community Centre insurance policy whilst they are on the premises or engaged in any work on Mareham Le Fen Community Centre's behalf.

**Health and Safety**

Volunteers are covered by Mareham Le Fen Community Centre's Health and Safety Policy, a copy of which is available from the Committee secretary.

**Equal Opportunities**

Mareham Le Fen Community Centre operates an equal opportunities policy. A copy is available from the Committee secretary. 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. Any complaints either by or about volunteers should be raised to a member of the Committee who will decide on the appropriate course of action at the time, that member of the Committee is required to discuss, at least the salient points, of how the issue has been dealt with at the next meeting to ensure consistency and fairness.

**Confidentiality**

All volunteers are required to observe confidentiality where appropriate and/or requested to.