

Addingham Civic Society

Volunteering Policy



Introduction

The Society(ACS) provides a range of volunteering opportunities and values the contribution made by the volunteers. This work by volunteers ensures that the Society can meet the needs of the Society and its members.

Volunteering for the Society can provide new skills and perspectives and provide opportunities for volunteers to contribute to village activities and projects.

Principles

The Society will ensure that:

- Volunteers are briefed about their role, and integrated into a team
- Their contribution is recognised and valued
- ACS recognises that volunteers may require satisfying work and personal development and will seek to help volunteers meet these needs.
- ACS will provide any necessary training for them to do their work effectively
- ACS will provide materials and equipment where necessary and will reimburse agreed expenses on production of receipts.
- In some cases a role may be designed specifically for, or by, a volunteer.

Support

All volunteers will have a named person as their main point of contact.

Insurance

All volunteers are covered by Addingham Civic Society insurance policies whilst they are on premises or engaged in any work on behalf of the Society.

Risk Assessment

For some activities, such as practical Environment Group tasks or involvement in the Saplings, risk assessments are carried out. Volunteers should make themselves aware of any such documents.

Health and Safety

Volunteers are covered by the Society Health and Safety Policy, a copy of which is available on the website or from the Society Secretary.

Equality and Diversity

The Society operates an Equality and Diversity Policy. Volunteers will be expected to have an understanding of and commitment to the policy which is available on the website or from the Society Secretary.

The Volunteer's Voice

Volunteers are encouraged to express their views about matters concerning ACS and its work. In turn all volunteers have a responsibility to behave in a professional manner, make themselves aware of the Society policies and codes of conduct and respect confidentiality.

Complaints

The Society will aim to identify and solve problems at the earliest possible stage. However if necessary a procedure has been drawn up for dealing with complaints, a copy of which is available on the website or from the Society Secretary.

This policy replaces the 2010 and was adopted at a meeting of the Trustees on 13th April 2021.

Signed: *J Robinson*

Position: Chairman

Date: 13th April 2021