

LOSTWITHIEL COMMUNITY CENTRE

VOLUNTEER POLICY

The Lostwithiel Community Association is heavily reliant on a team of volunteers to assist the smooth running and development of the centre for the benefit of the local community. Volunteering brings a varied range of local people with different skills and perspectives together with the common agenda of supporting and nourishing a community spirit.

Principles:

- Volunteers' expertise and experience is valued and central to our success
- Volunteering at the centre should provide a rewarding experience and self satisfaction for all involved
- Volunteers' own personal development and sense of purpose is important to us
- Volunteers should have the training necessary to work effectively and safely
- Volunteers should be made aware of all policies relating to the safe and secure running of the centre; Health and Safety, Fire Safety, Lone Working, Safeguarding, Equality of Opportunity and Data Protection
- Volunteers should be able to act as ambassadors for the centre and encourage even greater community involvement
- Volunteers should be encouraged to become fully involved in helping the development and management of the centre
- Volunteers should be able to use their time at the centre to develop their own skills and if necessary, their own CV

Policy Guidance:

- Volunteering is a non remunerative role and their work within the centre should be negotiated in a way which suits and benefits both parties.
- Volunteers should feel confident in reporting any concerns related to the safe and secure running of the centre
- Volunteers should be encouraged to contribute ideas and suggestions for improving the work and direction of the centre
- The voice of volunteers should contribute to the deliberations of the Board of Trustees
- Volunteers should never be asked to take on any task which they feel uncomfortable with or are untrained to do
- Volunteers should understand their role in relation to maintaining a safe and secure environment
- Volunteers should understand that they are often the public face of the centre be prepared to take responsibility for this
- Record keeping in regards to volunteers should be appropriate to both their own and centre's needs and must be made available to the volunteer if requested (see Data Protection Policy)

LOSWITHIEL COMMUNITY CENTRE

VOLUNTEER AGREEMENT

NAME:

ADDRESS:

CONTACT No.:

Email:

EMERGENCY CONTACT:

Volunteers are central to the work of the Lostwithiel Community Centre and will be seen as ambassadors for the centre.

You should:

- Be comfortable with the role you have negotiated with the Centre Manager. You will not be obliged to take on a task you do not wish to do or at a time which does not suit you
- Be prepared to contribute your ideas and opinions on how to improve and promote the centre
- Understand all major policy areas of the centre, in particular the ***Health and Safety Policy, Fire Safety Policy, Safeguarding, Lone Working, Data Protection, Equality of Opportunities***
- Undertake no task which could place yourself, or others at risk or which you feel untrained to do
- Ask for any additional training you feel you require to take on your role
- Help to make all users of the centre feel welcomed
- Be prepared to report any concern you may have about the secure running of the centre or the safety of its staff or users to the member of trustees responsible for volunteering in the first instance, the Centre Manager or the Chair of the Board of Trustees
- Not expect any form of remuneration for your role

Signing this document shows that you have read and accept the Volunteer Policy and that you feel secure and comfortable with your role within the centre. This agreement is not legally binding nor a Contract of Employment but shows a commitment to the centre's development and values. This agreement can be terminated any time by request of either party.

Signature of Volunteer:

Signature of Centre Manager:

Date: