

# **Volunteer Policy**

Volunteering with **Yaxham Village Amenities Association (YVAA)**

**Yaxham Village Amenities Association is the registered charity running Yaxham Village Hall, Recreation ground and facilities. Charity registration number 275133**

## **Purpose of our volunteer policy**

Our volunteer policy has been created to show our volunteers and potential volunteers that we have spent time and care in planning how volunteers will be welcomed at **YVAA**. It also outlines that all volunteers will be treated in a fair and consistent way. It should also help our volunteers understand what support is available to them and what they can expect from us.

## **Our vision and mission for volunteering**

Volunteering is a great way to share your enthusiasm, skills and ideas whilst having fun and meeting like-minded people. By volunteering for **YVAA** you will be making a positive contribution to the community development in our area. Volunteers are vital to our work.

We actively seek to involve volunteers to:

- Ensure our events meet the needs of our community.
- Ensure the community are actively involved in our Village Hall.
- Provide opportunities for all ages of the community to develop new skills and perspectives.
- Increase our contact with more people in the community.

## **Attracting volunteers and volunteer agreement**

We have a range of opportunities for volunteers to get involved in, we believe in equal opportunities and diversity. We strive to deliver a varied and diverse range of activities within the hall to promote a community spirit.

The main objective is to make the Village Hall the social hub of our community for everyone in the village and surrounding area by holding events such as:

- a community cafe twice a month where we welcome all members of the community to meet and chat over coffee and cake;
- quiz nights;
- bingo sessions and many other events throughout the year.
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If you would like to volunteer, please complete our very short Volunteer Registration Form. Alternatively, you can come along in person at any of our events and enquire about becoming a volunteer.

Once we receive a copy of your completed registration form, a member of our team will get in touch with more information on specific opportunities and we can decide together which option best matches your interests and time availability and our needs. Your help will be greatly appreciated and really will make a difference

### **Induction and training**

It does not matter how much you already know, as there will be opportunities to learn, and we have roles to suit every level of expertise.

There will be an induction prepared and delivered by one of the Trustees. This will include:

- Some information about **YVAA**, our vision, mission and our future plans;
- the role of the volunteer;
- introduction to some volunteers;
- a tour of our facilities and to some of our initiatives;
- access to all relevant policies including this volunteer policy, our Health and Safety, Equality and Diversity and Conflict Management.
- information about training and ongoing learning opportunities

### **Support**

The **YVAA trustees** will offer you support. They will remain your key contact throughout your volunteering with us. This will include regular meetings with you to discuss how you are getting on, discuss any training needs and deal with issues arising. This will also ensure that **YVAA** are doing all we can to make your volunteering experience an enjoyable and meaningful one.

### **Recognition and reward**

We could not do the work we do without our volunteers. To acknowledge this, we will always say thank you and show appreciation for a job well done.

There will always be a listening ear or shoulder to lean on.

### **Insurance, health and safety, accidents and risk assessment**

**YVAA** has a valid insurance policy so that volunteers are covered by public liability insurance, which you are advised to read. It covers the volunteering activities you will be doing. We will keep reminding you of our Health and Safety Policy and give simple instructions on how to perform each task safely. We have clear procedures for accidents and emergencies and will always have a first aider on field sites.

## **Resolving problems**

We hope that you will have a very enjoyable experience volunteering with us. However, if your role as a volunteer does not meet with your expectations or with the commitments, we have made to you, we want you to feel comfortable about letting us know. Initially, talk to the person who leads the team where you volunteer, and he or she should be able to sort it out with you before it becomes a problem. If you do not feel this will resolve any issues you may have, you can speak to the Volunteer coordinator.

## **Confidentiality**

We expect all volunteers to adhere to confidentiality guidelines which will be explained to you before you begin volunteering with us and this also includes use of social media and contact with any press.

## **Equality, Diversity, and Inclusion**

**YVAA** is committed to embracing diversity and promoting equality and inclusion. When representing **YVAA** as a volunteer we expect you to support our commitment to promoting equality.

## **This is the Volunteer Policy of Yaxham Village Amenities Association**

It will be reviewed every 36 months

Date of next review: September 2025

Signed by the Trustees