

Preamble

This policy applies to all volunteers including Trustees. It sets out the standards of personal behaviour and conduct required while volunteering with the Village Hall and to which all Trustees / volunteers are expected to subscribe.

Version and modification history

Version 1 of the policy was approved by the Committee in April 2024 and is to be reviewed every two years thereafter, or sooner should the need arise. This is version 2, created in August 2025, which adds an extra requirement following the introduction of the Fire Safety Policy.

Policy

All Trustees / volunteers are expected to:

1. Be aware of, and to read and adhere to all Clapham-cum-Newby Village Hall policies and procedures including Equality and Diversity and Data Protection, as well as any further guidance or instruction given by the Chair, Treasurer or Secretary.
2. Act at all times in the best interests of Clapham-cum-Newby Village Hall and do nothing to bring it into disrepute.
3. Refrain from seeking any personal advantage from their volunteering, e.g. by receiving personal gifts or personal discounts from suppliers.
4. Be loyal and refrain from discussing publicly, other than at appropriate volunteers' or official Clapham-cum-Newby Village Hall meetings, anything relating to Village Hall business or finances.
5. Take as much care in carrying out the Village Hall's business as you would your own, e.g. by being reliable and punctual regarding any commitments, and by being scrupulous and economical in handling the Village Hall's money and goods.
6. Maintain boundaries and roles which will change from one occasion to another, as volunteer, customer and, sometimes, supplier.
7. Treat all other volunteers involved in Clapham-cum-Newby Village Hall with dignity, respect and fairness.
8. Encourage and assist others with the adoption of the new Fire Safety measures introduced in 2025.

The Trustees, Committee and Officers of Clapham-cum-Newby Village Hall will:

1. Treat all Trustees / volunteers fairly with understanding and respect.
2. Provide adequate insurance cover for all our Trustees / volunteers.
3. Keep all your personal information in a safe and secure place as set out in the Data Protection Policy.
4. Ensure reimbursement of any expenses incurred by volunteers in furtherance of their duties, up to a limit of £30, or higher with prior approval by the committee.