

**Registered Charity Number 1148252**

**VOLUNTEER POLICY**

**Objectives of Moor Pool Heritage Trust**

To promote, for the public benefit:

(a) The conservation, protection and improvement of the physical and natural environment within the Moor Pool Garden Suburb.

(b) The promotion of community participation in healthy recreation for the benefit of residents of the Moor Pool Garden Suburb through the use of community facilities

(c) The advancement of education, including promoting knowledge of the social and architectural history and heritage of the Moor Pool Conservation Area.

**Introduction**

This policy sets out the principles of volunteering for Moor Pool Heritage Trust.

At Moor Pool Heritage Trust we involve volunteers to help us deliver our services and achieve our objectives. We aim to ensure that volunteering is a rewarding and positive experience, providing opportunities for all ages to develop new skills, ensuring we are actively involved with the community and to ensure that our events and facilities meet the needs of the local and wider community.

**Principles**

We undertake to ensure that:

* Volunteers are made to feel welcome and are clear about their roles and responsibilities
* Volunteers have access to appropriate training, support, supervision and development opportunities to carry out their roles
* The roles of volunteers relate to our purposes, values and objectives
* Volunteers are valued for their contribution and receive appreciation
* Volunteers are provided with a safe environment to work in
* Volunteers are involved in decision making and that they are acknowledged as key stakeholders and partners
* The contribution made by volunteers is recognised
* Reasonable travelling expenses incurred by volunteers will be re-imbursed while they are volunteering for us
* All volunteers are covered under the Trust’s Insurance Policy.

Moor Pool Heritage Trust expects volunteers to:

* Be reliable and honest
* Respect confidentiality
* Carry out tasks reflecting the aims and values of Moor Pool Heritage Trust
* Be familiar with MPHT Equal Opportunities and Safeguarding of Children policies
* Comply with the Moor Pool Heritage Trust’s policies and procedures
* Represent the values and ethos of the Trust while they are volunteering for the Trust

**Recruitment**

Recruitment of volunteers will be from all sections of the community and will be in line with MPHT’s Equal Opportunities Policy. People interested in volunteering will be invited for an informal discussion about the role and be provided with a role profile and general information about the organisation and the post they are interested in.

**Volunteer Agreement and Voluntary Work Outlines**

Volunteers will receive a role description and the volunteer agreement outlining what they can expect and what is expected of them as a volunteer.

**Training & Support**

Volunteers will receive appropriate guidance, support and training for their relevant roles.

**The Volunteers Voice**

Volunteers will be consulted in decisions which affect them. MPHT is committed to developing consultation and representational procedures for volunteers.

**Data Protection and Records**

Minimum records will be kept on volunteers in accordance with MPHT’s Data Protection Policy and treated in the strictest confidence. Details will include basic information for health and safety and insurance purposes, and a record of training and volunteer hours.

**Health & Safety**

Volunteers are expected to abide by the MPHT Health & Safety Policy and Safeguarding Children Policy, a copy of which will be provided by the Hall Manager. Any accidents should be reported to the Hall Manager.

**Equal Opportunities**

Moor Pool Heritage Trust operates an Equal Opportunities Policy and will ensure that volunteers are treated fairly. Volunteers are expected to have an understanding and commitment to this policy, a copy of which will be provided by the Hall Manager.

**Expenses**

Volunteers are entitled to reasonable expenses incurred from travelling during the time that they are volunteering for MPHT. Volunteers are able to claim travel expenses subject to the production of receipts as evidence of expenditure.

**Insurance**

Volunteers are covered by Moor Pool Heritage Trust’s Public Liability Insurance Policy. Volunteers are not insured against the loss or damage of personal belongings.

**Problems**

Volunteers have the right to discuss and raise any concerns they have with a member of staff or MPHT. MPHT will try and resolve fairly any issues or difficulties you have while you volunteer with us before they become problems.

**Endings**

When a volunteer moves on from their role at MPHT they will be asked to provide feedback on their volunteer experience. On the basis of their voluntary work they will also have the right to request a reference and receive support to move on to other options.

**Monitoring & Evaluation**

MPHT will monitor and evaluate its volunteer policy on an annual basis.