

DURLEY PARISH COUNCIL

VOLUNTEER POLICY

A Volunteer is a person who gives freely their time, skills and experience without expectation of financial reward. Durley Parish Council has volunteers who help to run and manage the day to day functions of Durley Memorial Hall. These volunteer roles can be rewarding and have benefits for the running of Durley Memorial Hall and the local community.

A Volunteer is not an employee and does not have a Contract of Employment. The Hall Management Committee who oversees the management side of the running of Durley Memorial Hall tries to offer a wide range of activities which the volunteers can get involved in.

Training will be provided by the Management Committee of Durley Memorial Hall as required, including health and safety and data protection training.

Volunteers are unpaid, but expenses will be paid for by Durley Parish Council subject to approval by the Management Committee. Volunteers are expected to comply with the Policies of Durley Parish Council whilst they are in Durley Memorial Hall and volunteering for Durley Parish Council.

If Volunteers are to become aware of confidential information relating to Durley Parish Council, its staff, customers and third parties, the volunteers should respect this confidentiality at all times during or after their period of voluntary work. They must not disclose this information or use it for their own or another's benefit without the consent of the party concerned.

If a complaint is made about the Volunteer, then this will be notified to the volunteer either in writing or verbally – whichever is more appropriate.

Adopted April, 2024