



Filby Bells Restoration Trust

Volunteer Policy

1 Introduction

- 1.1 Filby Bells Restoration Trust believes in equal opportunities and diversity. We strive to deliver a varied and diverse range of activities which promote a community spirit.
- 1.2 Our main objective is the restoration of the bells of All Saints Church, Filby, to full-circle ringing capability.
- 1.3 In line with this Filby Bells Restoration Trust seeks to involve volunteers to...
 - Ensure our work meet the needs of our community.
 - Ensure the community are actively involved in our Church activities, be they religious or secular.
 - Provide opportunities for all ages of the community to develop new skills and perspectives.
 - Increase our contact with more people in the community.

2 Principles

This Volunteering Policy is underpinned by the following principles...

- 2.1 Filby Bells Restoration Trust will ensure that volunteers are made to feel welcome and included and that their contribution, on whatever level, is facilitated to enable them to contribute to Filby Bells Restoration Trust's activities.
- 2.2 Filby Bells Restoration Trust is run completely by volunteers.
- 2.3 Filby Bells Restoration Trust expects that all its members will work positively with each other and with all other volunteers.
- 2.4 Filby Bells Restoration Trust will actively seek to attract and involve volunteers in their work.
- 2.5 Filby Bells Restoration Trust recognises that volunteers require appreciation and satisfaction *for their contribution and we will seek to help volunteers meet these needs*

2.6 Filby Bells Restoration Trust will provide any training required and will ensure there is a safe a pleasant environment to work in.

3 Practice Guidelines

The following guidelines deal with practical aspects of the involvement of volunteers.

3.1 Recruitment

All prospective volunteers will be informally interviewed to find out what they would like to do, their skills, suitability and how best their potential might be realised.

3.2 Expenses

Expenses, related to the Trust's activities, incurred by volunteers must be pre-authorised by the Trust. All volunteers will have any monies paid on behalf of the Trust reimbursed when a receipt is provided to support the expenditure.

3.3 Induction

All volunteers will receive an induction into Filby Bells Restoration Trust and the area they will be involved in. They will be supplied with...

A copy of the Trust's Constitution.

A list of Filby Bells Restoration Trust Members and with an outline of their responsibilities

Copies of the following Trust Policy's...

- Child Protection
- Vulnerable Adult
- Volunteer
- Recruitment
- Equal Opportunities
- Finance
- Data Protection
- Volunteer Policy

Any work undertaken, on the Church premises, will be done in accordance with the Church's own Health and Safety procedures....

Health and Safety

3.4 Training

It is expected that many new volunteers will themselves run activities new to the Trust and, as such, will need little training in their own area of expertise.

Other training will be provided as appropriate, including the means by which any grant body's reporting requirements must be satisfied.

3.5 Support

All volunteers are welcome to contact any member of the Trust. All volunteers will be given guidance and constructive feedback on their progress. We request that all volunteers' discuss what involvement they would like to have and air any problems.

3.6 Volunteer's Voice

Many of the volunteer activities that take place are represented on the Trust's Committee.

The representation of volunteers will be reviewed at meetings of the Trust and new volunteers may be invited onto the Trust as vacancies occur. Until that time, with the agreement of the new volunteer, the Trust will nominate an existing member to represent their interest.

In any event, volunteers are encouraged to express their views about matters concerning Filby Bells Restoration Trust and its work.

Any member of the Trust can be contacted and where required the issue or suggestion will be raised at the Trust meeting.

Where requested confidentiality will be maintained.

3.7 Insurance

All volunteers are covered by All Saint's Church, Filby's insurance policies whilst they are on the premises or engaged in any work on Filby Bells Restoration Trust's behalf.

3.8 Health and Safety

Volunteers are covered by All Saint's Church, Filby's Health and Safety Policy, a copy of which will be made available to the new volunteer, on induction. Copies of this are displayed on the premises and on the Trust's website.

3.9 Equal Opportunities

Filby Bells Restoration Trust operates an equal opportunities policy, a copy of which will be made available to the new volunteer, on induction. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

3.10 Working with Children and/or Vulnerable Adults.

Volunteers who propose to work with children and/or vulnerable adults should familiarise themselves with and comply with the relevant Trust Policies. They will have been supplied with these on induction.

It is a legal requirement that the Trust obtains a Disclosure and Barring Service (DBS) check on volunteers who will be working with children or vulnerable adults.

The DBS will search police records to identify people who are unsuitable for certain types of work.

DBS checks are free for volunteers. The DBS replaces the Criminal Records Bureau.

3.11 Problem Solving

The Trust aims to identify and solve problems at the earliest possible stage.

Any complaints either by or about volunteers or Trustees should be raised to a member of the Trust who will decide on the appropriate course of action at the time. That member of the Trust is required to discuss, at least the salient points, of how the issue has been dealt with at the next Trust meeting to ensure consistency and fairness.

3.12 Confidentiality

All volunteers are required to observe confidentiality where appropriate and/or requested to.


4 Evaluation of Recruitment and Training

4.1 The Trust will take the opportunity to gain feedback from new volunteers as to the effectiveness of its Induction and Training methods. It should consider adapting these according to the feedback received.

4.2 As a minimum, this policy should be reviewed at the Trust's AGM.

Signed for and on behalf of Filby Bells Restoration Trust...

Chairman



Secretary



Date

26.6.23