

Holmfirth Conservation Group

Volunteering Policy

1. Introduction

Holmfirth Conservation Group exists to preserve and enhance Holmfirth's built environment for the benefit of all. All members of the Holmfirth Conservation Group are volunteers.

It does this by working with members of the community on a volunteer basis.

The membership of the Holmfirth Conservation Group is entirely made up of volunteers who:

- Contribute to the delivery of our aims
- Form our board of management
- Provide different skills and perspectives.

This volunteer policy sets out the principles and practice by which we involve volunteers.

2. Principles

Holmfirth Conservation Group

- Recognises that voluntary work brings benefits to volunteers themselves and to the community as a whole.
- Recognises that volunteers are members of the group and as such have the opportunity to be fully involved in the organisation and management of the group.
- Recognises that volunteers require purpose and productive tasks and will provide training, where required, to fulfil these tasks effectively.
- Will endeavour to identify and cover the costs of involving volunteers.
- Will endeavour to involve volunteers from a wide range of backgrounds and abilities and ensure that the volunteering opportunities are as accessible as possible

3. Recruitment

All members of the community will be encouraged to volunteer to help deliver the aims of the group

4. Induction and Training

Volunteers will be given training, where appropriate, for the specific tasks to be undertaken.

7. The Volunteer's Voice

Volunteers will members of the group and will be encouraged to be fully involved in the organisation and management of the group.

8. Records

Minimum details will be kept on volunteers. This information will be confidential and will not be shared with any other 3rd party.

9. Expenses

Holmfirth Conservation Group will ensure that there is a clear and accessible system to enable volunteers to claim out of pocket expenses.

10. Insurance

Volunteers will be covered by insurance while carrying out agreed tasks.

11. Health and Safety

Holmfirth Conservation Group will take all reasonably practicable steps to ensure the volunteers' health, safety and welfare whilst volunteering for the group.

12. Equal Opportunities

Volunteers will work in accordance with the Holmfirth Conservation Group's equal opportunities policy and will prevent discrimination on any grounds.

13. Problems

The Holmfirth Conservation Group has a policy to help deal with grievances that volunteers may have. In line with this policy volunteers should discuss their concerns with any member of the management committee.

15. Monitoring and Evaluation

The Holmfirth Conservation Group will systematically monitor and evaluate its use of volunteers with reference to this Volunteer Policy.

This policy will be reviewed as required.