



## Introduction

Knowstone Parish Hall greatly values the contribution of volunteers in supporting the smooth running and community spirit of our hall. This Charter outlines the roles, expectations, and principles for all volunteers, ensuring a safe, clear and supportive environment for everyone involved.

## Purpose of the Parish Hall Volunteer Charter

This Charter aims to:

- Define the roles available to volunteers at Knowstone Parish Hall
- Clarify the responsibilities and boundaries of volunteer involvement
- Ensure that volunteering is a positive and inclusive experience

## Volunteer Roles and Responsibilities

Volunteers may help with a variety of tasks, including but not limited to:

- Event set up and clearing away: Arranging chairs, tables, decorations, and tidying up after events
- Kitchen and service tasks: Assisting with food and drink preparation (excluding bar duties), serving refreshments, washing up, and maintaining kitchen cleanliness
- Support during events: Helping to run activities (for example: skittles)
- Baking and food preparation: Providing homemade cakes and other food items for events, in accordance with food safety guidance
- Maintenance, DIY, and grounds keeping: Assisting with minor repairs, painting, gardening, and general upkeep of the hall and its grounds
- Administrative support: Advert development and sharing to Facebook groups, distributing posters, updating noticeboards, and supporting communications which are agreed and authorised by the committee.

## Principles and Expectations

1. Volunteering is open to all members of the community, regardless of background or experience.
2. All volunteer roles are unpaid, and volunteers should not undertake any tasks involving financial transactions or contractual obligations. Pre-approved expenses will be reimbursed.
3. Volunteers are expected to act respectfully and responsibly, upholding the values of Knowstone Parish Hall.
4. Volunteers will receive appropriate guidance and support for their roles. Training will be provided where necessary, particularly for food handling and health and safety matters.



5. Volunteers are encouraged to communicate any concerns or suggestions to the Hall Committee.
6. Where tasks require particular skills (e.g. DIY, food preparation), volunteers should only undertake these if they feel competent and confident to do so.

## Safeguarding and Health & Safety

The safety of all volunteers and hall users is paramount. Volunteers must:

- Follow all health and safety guidance provided by the Hall Committee
- Report any hazards or accidents promptly
- Work within their abilities and seek help when required
- Abide by safeguarding procedures, especially when working with children or vulnerable adults.

## Volunteer Support and Recognition

Knowstone Parish Hall recognises the essential role of volunteers and will:

- Provide clear role descriptions and guidance
- Offer support and feedback to volunteers
- Celebrate and acknowledge volunteer contributions at community events and meetings.

## Charter Review

This charter will be reviewed annually by the Hall Committee, or sooner if significant changes occur. This charter applies to all Volunteers of Knowstone Parish Hall.

Approved by the committee (0126):	Next review due (27):
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