



Old Farnley & District Community Association

Trading as Farnley Community Centre

Charity Number: 1206552

VOLUNTEER POLICY

Effective from: 01/09/2026

Review by: 01/09/2027

Volunteer Policy

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For: Old Farnley & District Community Association trading as Farnley Community Centre

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1. Introduction

Volunteers are vital to the success of Old Farnley & District Community Association, trading as Farnley Community Centre. This policy sets out our commitment to supporting, valuing and safeguarding volunteers, while ensuring clarity of roles and responsibilities.

2. Recruitment & Induction

- Volunteers will be recruited fairly and openly in line with our Equality, Diversity & Inclusion Policy.
- Opportunities will be promoted locally to attract a diverse range of people.
- Volunteers will be asked to complete an application form and provide references.
- Roles involving children or vulnerable adults will require a DBS check.
- All volunteers will receive an induction covering safeguarding, health & safety, and the code of conduct.

3. Support & Supervision

- Each volunteer will have a named contact for support.
- Regular opportunities for feedback will be provided.
- Volunteers will be given clear role descriptions and boundaries.
- Training opportunities will be offered where relevant.

4. Volunteer Rights & Expectations

Volunteers can expect:

- To be treated with respect and without discrimination.
- To have safe and healthy working conditions.
- To be covered by appropriate insurance.
- To have expenses reimbursed (where agreed in advance).
- To be consulted on matters that affect them.

We expect volunteers to:

- Follow the policies and procedures of the community centre.
- Maintain confidentiality.
- Act responsibly and within their role description.
- Report safeguarding or health & safety concerns immediately.

5. Safeguarding

All volunteers working with children or adults at risk must follow the Safeguarding Policies. Training will be provided and regular updates given.

6. Problem Solving & Complaints

- Volunteers are encouraged to raise concerns with their named contact.
- Complaints will be handled fairly and in line with the Complaints Policy.
- Issues of misconduct may result in the volunteer's role being ended.

7. Recognition & Valuing Volunteers

- We will celebrate and recognise the contribution of volunteers.
- Certificates, references and thank-you events will be provided where possible.
- Feedback will be sought to improve the volunteer experience.

8. Policy Governance

- Approved by the Board of Trustees of Old Farnley & District Community Association on 01/09/2026.
- Next review due annually.
- Policy owner: Chair of Trustees (Peter Allison).