



Alconbury Recreation Field Charity (ARFC)

Volunteer Policy

1. Purpose

This policy outlines the principles and practices that guide the recruitment, support, and responsibilities of volunteers at Alconbury Recreation Field Charity (ARFC). It ensures that volunteers are valued, supported, and treated fairly, while also setting clear expectations for their role in supporting our community services.

2. Scope

This policy applies to all individuals who volunteer their time and skills to support ARFC's activities, events, and operations.

3. Policy Statement

ARFC recognises and values the significant contribution made by volunteers to the success of our charity and the wellbeing of the local community.

We are committed to:

- Offering meaningful volunteer opportunities to individuals willing to support our charitable aims.
- Providing a safe and supportive working environment.
- Offering appropriate induction and training.
- Treating all volunteers fairly and with respect.
- Ensuring that volunteers are supported in their roles.

4. Volunteer Rights

Volunteers can expect to:

- Receive a clear role description and guidance.
- Be treated with respect and fairness.

- Have access to appropriate training and support.
- Work in a safe and healthy environment.
- Have their personal data treated in accordance with data protection laws.
- Be covered by appropriate insurance while volunteering.

5. Volunteer Responsibilities

Volunteers are expected to:

- Commit to supporting ARFC's aims and activities.
- Comply with health and safety requirements and all relevant policies.
- Treat hirers, staff, trustees, and fellow volunteers with courtesy and respect.
- Treat ARFC property with care.
- Notify the Chair of Trustees or relevant coordinator if unable to meet commitments.
- Maintain confidentiality regarding any sensitive information.
- Treat everyone fairly and in line with the Equality Act 2010.
- Represent ARFC in a positive manner at all times.

6. Recruitment and Induction

Volunteers will be recruited in a fair and transparent manner. All volunteers will receive an induction appropriate to their role, including relevant policies, procedures, and training. Additional checks may be required for certain roles (e.g., DBS checks for work with children or vulnerable adults).

7. Problem-Solving and Complaints

Any issues arising during volunteering will be addressed promptly and fairly. Volunteers should raise concerns with the Chair of Trustees or a designated Volunteer Coordinator. ARFC reserves the right to end a volunteer arrangement where necessary.

8. Legal Status

Volunteers are not employees of ARFC and do not have a contract of employment. This policy does not create a legal relationship of employment.

9. Policy Review

This policy will be reviewed every two years or sooner if required.

Signed on behalf of the Trustees:

Name: C. Bodley

Role: Chair

Date: 22nd October 2025

Date Approved: 22nd October 2025

Review Due: October 2026 Revision No 1

Signed (Chair): C. Bodley