The Vauxhall Band
Volunteer Management Policy

Date of last review - 1 May 2026

This is the Volunteer Management Policy of The Vauxhall Band.

Applicability

This policy applies to all volunteers ("you"/"your").

Volunteers' Responsibilities

Volunteers are ultimately subject to the supervision of the Board of Trustees.

All volunteers must:

- Ensure that you are aware of and comply with the charity's policies.
- Undertake any necessary training for your role.
- Listen to and respect other volunteers, beneficiaries and other stakeholders.
- Promote relationships that are based on openness, honesty, trust and respect.
- Treat everyone fairly and without prejudice or discrimination.
- Ensure language is appropriate and not offensive or discriminatory.
- Ensure any equipment is used safely and for its intended purpose.
- Challenge any unacceptable behaviour and report any breaches of this Code of Conduct or any concerns without delay to a trustee.
- Report any allegations/suspicions of abuse.
- Respect everyone's right to personal privacy and ensure that any personal information is kept secure and not disclosed.
- Support the charity's safeguarding responsibilities by acting in a way that protects children, young people and vulnerable adults from harm.
- Volunteers are not obligated to work at specific times, but if you commit to doing something and are unable to, ensure that the charity is made aware as soon as possible.

You must not:

- Allow concerns or allegations to go unreported.
- Develop inappropriate relationships such as contact with children or vulnerable people that is not a part of the work of the Charity or agreed with the trustees.
- Share your personal contact details (mobile number, email or address) or have contact with a beneficiary or vulnerable person via a personal social media account.

- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of anyone.
- Act in a way that can be perceived as threatening or intrusive.
- Make inappropriate promises to children and young people, particularly in relation to confidentiality.

Reporting of any incidents or concerns must be in accordance with the charity's relevant policies, copies of which can be found via this link: https://thevauxhallband.com/policydocuments/

Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Board	02/12/2024	Initial draft approved	Annually
1.0	Board	01/05/2025	No changes	Annually
2.0	Board	01/05/2026	Clarity on supervision of volunteers Insertion of safeguarding bullet point	Annually