

## Hartshill Community Centre

### Code of Conduct for Volunteers

The purpose of the Code of Conduct for Volunteers is to set out standards of behaviour expected from volunteers of **Hartshill Community Centre as required by Hartshill Parish Council**. All volunteers should ensure that they have read and comply with this Code of Conduct.

Volunteers should maintain the highest standards of behaviour in the performance of their duties by:

- Fulfilling their role as outlined in their written **volunteer role description** to a satisfactory standard.
- Performing their volunteer role to the best of their ability in a safe, efficient, and competent way.
- Following the Community Centre's policies and procedures as well as any instructions or directions given to them.
- Acting honestly, responsibly and with integrity.
- Treating others with fairness, equality, dignity, and respect.
- Raising concerns about wrongdoing witnessed by the volunteer during the volunteer's role with Hartshill Community Centre with the Community Centre Manager – Clerk to HPC.
- Meeting time and task commitments and providing sufficient notice when they will not be available so that alternative arrangements can be made.
- Acting in a way that is in line with the purpose and values of the Community Centre and that enhances the work of the Community Centre.
- always Communicating respectfully and honestly.
- Observing safety procedures, including any obligations concerning the safety, health, and welfare of other people in line with training provided to volunteers.
- Reporting any health and safety concerns.
- Directing any questions regarding Hartshill Parish Council/Hartshill Community Centres policies, procedures, support, or supervision to the volunteer's supervisor.
- Addressing any issues or difficulties about any aspect of their role or how they are managed in line with Hartshill Parish Council's grievance procedures.
- Declaring any interests that may conflict with their role or the work of the Community Centre (e.g., business interests or employment). If any doubt arises as to what constitutes a conflict of interest, volunteers may seek guidance from Community Centre Manager/Parish Clerk.
- Keeping confidential matters **confidential**.
- Exercising caution and care with any documents, material, or devices, containing confidential information and at the end of their involvement with Hartshill Community Centre returning any such documents, material in their possession.
- Exercising caution in the expenditure of public funds – i.e researching items for expenditure thoroughly and keeping within the library budget set by the Parish Council each year.
- Seeking authorisation before communicating externally on behalf of Hartshill Community Centre.

To be reviewed by the Parish Council annually.

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- Disclosing the fact that they have been charged with, or convicted of a criminal offence by prosecuting authorities (or given the benefit of the Probation of Offenders Act 1907 as amended) Hartshill Parish Council<sup>1</sup> For the avoidance of doubt, volunteers are not required to disclose the fact or details of 'spent convictions' under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended) to Hartshill Parish Council.

Volunteers are expected NOT to:

- Bring the Community Centre into disrepute (including using email, social media, and other internet sites, engaging with media etc.)
- Seek or accept any gifts, rewards, benefits, or hospitality during their role.
- Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race, or membership of the Traveller community).
- Be affected by alcohol, drugs, or medication which will affect their abilities to perform their duties and responsibilities while volunteering.
- Provide a false or misleading statement, declaration, document, record or claim in respect of Hartshill Community Centre its volunteers, employees, or Community Centre trustees.
- Engage in any activity that may damage property.
- Take unauthorised possession of property that does not belong to them.
- Engage in illegal activity while conducting their role.
- Improperly disclose, during or after their involvement with [Community Centre name] ends, confidential information gained during their role with [Community Centre name].

Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct or any of Hartshill Community Centre's/ Parish Council other policies and procedures this may result in the volunteer's position being terminated. Notwithstanding the foregoing, volunteers should note that Hartshill Parish Council may terminate a volunteer's position without cause.

Volunteers acknowledge that no employment relationship is created in the context of their role with Hartshill Community Centre.

The Parish Council and Board of Community Centre trustees will review the Code of Conduct for Volunteers at 1-year intervals or as appropriate. The Parish Council is responsible for ensuring that this policy is

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<sup>1</sup> In seeking information from volunteers about criminal convictions (or the fact that they have been charged with an offence or given the benefit of the Probation of Offenders Act 1907 (as amended)) charities should comply with data protection law and be aware of the limitations on the circumstances in which it is possible to process such information (e.g. see section 55 of the Data Protection Act 2018). It is also important that charities have due regard to the provisions of the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended). If a Community Centre has any doubt about its rights and responsibilities in this regard, it should obtain legal advice.

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implemented effectively. All other staff and volunteers, including Community Centre trustees, are expected to facilitate this process.

Signed .....

Name .....

Date .....

