

**St Luke & St John Ecclesiastical Charity
St Luke's Church Hall - Cheltenham**

Policy for Managing Volunteers

In the normal course of events, the Charity is not required to manage volunteers. The Charity employs 2 members of staff. The Minutes Secretary at meetings of the board of Trustees is a volunteer.

Hirers of the Hall may be required to manage volunteers. All hirers are required to sign terms and conditions of hire which include the following:

- “The Hirer/Keyholder is responsible for the care and security of the property and its contents, the safety of the occupants, and the behaviour of all those using the Hall and the car park.”
- “The Hirer shall have adequate insurance for all legal liabilities which could arise, including death or personal injury, to third parties (including employees and volunteers) or damage to the property or the property of others, arising out of their occupation and activities whilst at the Hall.”
- “Any activities with children must comply with the provisions of the Children’s Act 2004. The Hirer is responsible for the supervision and control of children and young or vulnerable people during the hire period and the conduct of all persons present. The Hirer confirms that they are compliant with the safeguarding of children and vulnerable adults aspects of their public liability insurance requirements as appropriate.”

When relevant, the Bookings Manager asks hirers to provide a copy of their public liability insurance.