

WILLOUGHTON PARISH COUNCIL

VOLUNTEER POLICY

This policy applies to volunteers working on behalf of, but not employed by the Parish Council.

Mission statement

The Parish Council supports thriving communities where volunteers play an active role. The Parish Council regards volunteering as an activity where someone gives time freely to help an organisation or an individual who they are not related to and bring a range of expertise to tasks. The Parish Council welcomes and is committed to engaging with volunteers.

Volunteering with the Parish Council

Volunteers must be over the age of 16. Anyone under the age of 16 accompanying a volunteer must be closely supervised by an appropriate adult volunteer who will be responsible for the young person's safety. Volunteers must inform the Parish Council of the work they intend to undertake before commencement and receive approval.

Training

Volunteers must be adequately trained to be able to carry out the role. The exact nature of the training will depend on the role. It is not possible to detail what constitutes 'adequacy' as requirements will vary according to:

- the job or activity.
- the existing competency of volunteers.
- the circumstances of the work (e.g., the degree of supervision).
- the tools and / or equipment being used.

The training standard, however, must be sufficient to ensure the Health and Safety of volunteers and any people who might be affected by the work as far as reasonably practicable. Responsibility for providing training rests with the individual to whom authority has been provided by the Parish Council to undertake the work.

Volunteers, if working for only a few hours to help at an event or similar, must still be informed about the task and its purpose, health and safety, and supervision arrangements. Responsibility for this rests with the individual to whom authority has been provided by the Parish Council to undertake the work.

Equality

Volunteers should expect to be treated equally and accommodated from all walks of life.

Induction

Volunteers must undergo an induction appropriate for the task(s) being undertaken. This must include health and safety, what to do if there is a problem and an introduction to other relevant individuals. Responsibility for induction rests with the individual to whom authority has been provided by the Parish Council to undertake the work.

Risk Assessment

A risk assessment must be undertaken to identify risks that might be faced and how they will be managed. If an area of activity presents a significant risk, consideration must be given to reducing the risk or stopping the activity. The Parish Council, through the office of its Clerk, or other persons as advised, must receive a copy of such risk assessment records. Responsibility for undertaking the risk assessment rests with the individual to whom authority has been provided by the Parish Council to undertake the work. Risk assessments and their associated paperwork must comply with current Health and Safety at Work legislation.

Insurance

On condition that volunteers are working at the sole request of and under the sole control of the Parish Council, they will be covered under the Parish Council's Public Liability cover provided that their name has been supplied to the Parish Council and recorded.

Volunteers may only work with trees if the work can be undertaken safely, and the job has been fully risk assessed. If volunteers use their own tools, then the Parish Council cannot be held liable for any injury caused by faulty equipment or tools.

Health and Safety

All work undertaken by volunteers shall have regard to Health and Safety legislation.

Appropriate clothing and levels of personal protective equipment (suitable footwear, gloves, safety goggles, high visibility vests etc.) must be worn when undertaking such activities. Prior to work commencing a visual inspection must be carried out to ensure that there are no obvious hazards such as litter, glass or stones.

Responsibility for undertaking the inspection rests with the individual to whom authority has been provided by the Parish Council to undertake the work. Remedial action must be taken immediately, and these inspections are to be recorded.

Expenses

All expenses require prior approval. Receipts must be produced and a claim form submitted.

Volunteer Application Form

Name	
Address	
Telephone/Mobile Number	
Email	
Work volunteering for:	
Do you have any health problems or disability which may need support or that might affect your voluntary work within the Parish? If yes, please provide details.	
<p>All volunteers may have to undergo training as required by the Parish Council and satisfy the Council as to their skills and experience to fulfil the volunteer role.</p> <p>The Parish Council is committed to the safety and welfare of people within our Parish. If you are applying to work in a regulated activity with children and/or vulnerable adults it will be necessary for you to complete a DBS (Disclosure and Barring Service) application.</p>	
<p>Declaration:</p> <p>I understand that any offer of volunteering with the Parish Council is subject to the satisfactory receipt of documentation and may include references and any other required checks deemed necessary. In accordance with the Data Protection Act 2018 and GDPR, I agree that the Parish Council may hold and use personal information about me for volunteering reasons and to communicate with me by email/telephone/mail (delete as necessary). This information, including that contained in this form can be stored on both manual or computer files. I accept that it will be held securely and only accessed by authorised personnel and that it will only be shared with a trusted third party where there is a justification for doing so, and that if shared, the third party will be required to respect the security of my personal information and to treat it in accordance.</p>	
Signature	
Date	