



Stanton under Bardon Parish Council

DOCUMENT CONTROL

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INTRODUCTION

This policy sets out the principles for voluntary involvement in activities authorised by Stanton under Bardon Parish Council. The council acknowledge that volunteers contribute in many ways, and that volunteering can benefit the council, local communities and the volunteers themselves. This policy seeks to protect and support volunteers during activities authorised by the Council and sets out the Council's responsibilities to comply with its own employment and insurance obligations.

The Parish Council very much encourage people to volunteer but has a duty to ensure that volunteers are safe. This also means that all are then covered by the parish council insurance in case of an accident. Volunteers shall be required to note that only volunteer work that has been authorised by the council will be covered by the council's insurance.

The council will ask all volunteers to complete a volunteer database form (Appendix 1) that records volunteers and some basic contact details. This will be stored in accordance with the council's GDPR policies.

POLICY

1. Volunteers must inform the Clerk or the Council of the work they intend to carry out before commencing such work. This can be in writing via e-mail to the Parish Clerk or by signing in ahead of a session. The record will be retained.
2. Volunteers must be appropriately trained to be able to carry out the role or activity they are undertaking. The exact nature of the training will depend on the role or activity and the findings from the required risk assessment.

3. A risk assessment will be undertaken for all tasks by the volunteer supervisor in order to identify any risks that might be faced and how they will be managed. Where necessary, volunteers will be required to undergo induction and training appropriate for the task being undertaken and consistent with the requirements of the risk assessment. The Parish Clerk is to receive a copy of the risk assessment ahead of work being undertaken.

The risk assessment should include as a minimum

- 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
- Training requirements -

4. Other than in exceptional circumstances, volunteers must carry out less hazardous work, for example, litter picking. Prior to work commencing, a visual inspection must be carried out to ensure that there are no obvious hazards such as litter, glass or stone and remedial action must be taken immediately.

5. Volunteers must be informed about the task and its purpose, health, safety and supervision arrangements. Responsibility for this rests with the volunteer supervisor to whom authority has been provided by the parish council.

6. It is the duty of the volunteer to ensure they are physically fit enough to carry out the task and that if they have any underlying medical conditions, they have made the volunteer supervisor aware of this i.e. asthma / diabetes etc.

7. All volunteers shall have regard to the Health & Safety at Work Act 1974 when undertaking work. Volunteers will not be authorised to carry out work that the Council considers hazardous, or would contravene the principles of the Health and Safety at Work Act 1974, taking into account the competence of the volunteer(s) carrying out the proposed work.

8. Volunteers will be welcomed from all sections of the community and must be treated equally, regardless of their gender, race, age, faith/religion, disability or sexual orientation. Volunteers and staff will work in accordance with the Parish Council's equal opportunities policy.

9. Volunteers must be over the age of 18. Anyone under the age of 18 accompanying a volunteer must be closely supervised by an appropriate adult volunteer who will take full responsibility for that young person's safety and wellbeing

10. The Council will keep a volunteer database that records volunteers and some basic contact details (including emergency contact details) obtained from an application form (attached). The Parish Council and volunteer will treat all information in a

confidential manner and use it solely for lawful purposes in accordance with acts of legislation and national guidance, specifically the Data Protection Act 2018.

11. With regards to insurance, on condition that volunteers are working at the sole request of and under the sole control of the Parish Council then they will be insured under the Parish Council's Public Liability and Employer Liability cover. Volunteers are advised that any personal property will remain the responsibility of the volunteer. Reporting to the Parish Council in respect of work which is of ongoing nature is not necessary on each occasion and does not require formal approval of the Parish Council on each occasion.

12. If volunteers use their own equipment, then the Parish Council cannot be held liable for any injury caused by them through the use of faulty equipment/tools. Cleaning materials must not be any stronger than those available on shop shelves (non industrial). High visibility vests or other appropriate clothing must be worn where appropriate.

13. Volunteers wishing to provide the Parish Council with an update on their activities can do so during the public participation session of any Parish Council meeting.

14. Volunteers are not expected to incur personal expenses in carrying out their role for the Council. Any expenses will be paid only with the prior approval of the Parish Council.

15. All volunteers must have due regard to the fact that they are carrying out authorised work on behalf of Stanton under Bardon Parish Council and as such are representing the Council, both in quality of work and possible interaction with the public.



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VOLUNTEER AGREEMENT FORM

I _____ [Print name], volunteering for Stanton under Bardon Parish Council acknowledge that I have read, accept and will adhere to the Volunteer Policy.

I confirm that I have made my supervisor aware of any medical condition I have that may affect my ability to complete the task.

Signed _____ Dated: _____

Name	
Address	
Emergency Contact Number	