

## **VOLUNTEER POLICY**

**Adopted June 2021**

### **1. INTRODUCTION**

The Parish Council exists to focus on being an outward-looking organisation, putting into practice our values and objectives through engaging with the residents of the community and key partners to improve the quality of life for our residents and the experience of those who work in and visit our town.

### **2. PRINCIPLES**

The Volunteering Policy is underpinned by the following principles:

- The Parish Council will ensure that volunteers are properly integrated into the organisation;
- The Parish Council does not aim to introduce volunteers to replace paid staff;
- The Parish Council expects that staff at all levels will work positively with volunteers.

### **3. PRACTICAL GUIDELINES**

The policy will deal with practical aspects of the involvement of volunteers.

#### **3.1 RECRUITMENT**

All prospective volunteers will be interviewed to assess their current skills and suitability for current/vacant volunteer roles, taking into consideration the work the volunteer would like to undertake and how best their potential might be realised.

#### **3.2 VOLUNTEER WORK OUTLINES**

After consultation, each volunteer will be given details of the specific role they will be undertaking and establish what the parish council undertakes to provide for them.

#### **3.3 EXPENSES**

All volunteers will have their travel and other out of pocket expenses reimbursed.

#### **3.4 INDUCTION AND TRAINING**

All volunteers will receive an induction into The Parish Council and the role they will undertake. Training will be provided as appropriate.

#### **3.5 SUPPORT**

All volunteers will have a named person as their main contact. They will be provided with regular supervision to feedback on progress, plan future development and discuss any problems in confidence

#### **3.6 THE VOLUNTEER'S VOICE**

Volunteers are encouraged to express their views about matters concerning the organisation and may be invited to staff meetings or in confidence as appropriate

#### **3.7 INSURANCE**

All volunteers are covered by The Parish Council's insurance policy whilst they are on the premises or engaged in work on The Parish Council's behalf.

#### **3.8 HEALTH AND SAFETY**

Volunteers are covered by The Parish Council's Health and Safety Policy, a copy of the policy is available on request. Risk assessments will be undertaken of any duties any volunteer is asked to undertake and where appropriate specialist equipment will be provided.

#### **3.9 EQUAL OPPORTUNITIES**

The Parish Council operates an equal opportunities policy in respect of both paid staff and volunteers. A copy of the policy is available on request.

### 3.10 SAFEGUARDING

The Parish Council operates a Safeguarding policy. Volunteers must agree to a DBS check if their role involved working with children or vulnerable adults. The council may reasonably decline volunteering offers if there are concerns about suitability raised by a DBS or other reference check. A copy of the policy is available on request.

### 3.11 PROBLEM SOLVING

We aim to identify and solve problems at the earliest possible stage and encourage volunteers to speak to their nominated contact about concerns if they arise.

### 3.12 CONFIDENTIALITY

Volunteers will be bound by the same requirements for confidentiality as paid staff.

*Prepared by Bethan Osborne, Employment and HR Consultant working with OALC and BALC October 2017*