



BURTON GREEN PARISH COUNCIL

VOLUNTEER POLICY



Introduction

Burton Green Parish Council (the Council) values Volunteers and welcomes their contribution to community life in the village; the Council recognises that volunteering can benefit the Council, the community and the Volunteers themselves.

This policy sets out the principles for voluntary involvement in activities authorised by the Council. This policy only applies to Volunteers, it does not apply to those employed by the council or to members of the Council.

The Council has overall responsibility for the Volunteer activities. Volunteers working at the sole request of and under the sole control of the Council will be insured under the Council's Public Liability cover.

Volunteer activities

1. Volunteers must be competent to carry out a role; the nature of the skills required will depend on the activity.
2. Volunteers are expected to confirm that they do not have any medical issues that would put either them, other Volunteers or members of the public at risk before starting the activity.
3. Volunteers will be informed about the task and its purpose, and the health, safety and supervision arrangements before commencement of work.
4. Volunteers should only carry out tasks allocated to them.
5. If required, training will be provided in advance of the Volunteer working on site. The training 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.
6. Volunteers must wear any PPE provided by the Council when carrying out the tasks.
7. All Volunteers must have due regard to the fact that they are carrying out authorised work on behalf of the Council and as such are representing the Council, both in quality of work and possible interaction with the public
8. 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 Volunteers carrying out the proposed work
9. If a Volunteer raises a complaint that cannot be resolved at the time, then a complaint should be instigated in accordance with Council's Complaints Procedure.
10. Volunteers who are required to drive as part of their volunteer work are required to inform their Motor Insurance Company in writing that they will be driving in a volunteering role.

Procedure

1. A Supervisor (a Councillor or the Clerk) will be assigned and authorised to manage each Volunteer Activity and to support the Volunteer(s), on behalf of the Council.
2. The Supervisor will be responsible for ensuring that all Volunteers are informed about the task and its purpose, health, safety and supervision arrangements before commencement of work.
3. Prior to work commencing, the Supervisor will carry out an inspection of the site to ensure that there are no obvious hazards and a risk assessment will be completed and shared with the Volunteers.



BURTON GREEN PARISH COUNCIL

VOLUNTEER POLICY



4. The Parish Clerk must receive a copy of the risk assessment ahead of work being undertaken.
5. The Supervisor will provide the Volunteers with a Task Specification which will provide a description of the work to be undertaken, and the known issues and risks associated with the site.
6. Volunteers will be expected to sign the Task Specification before any work is carried out. This is to show that they understand the nature of the work, they recognise the risks associated with the task and that they agree to comply with instructions provided by the Supervisor.

Data Protection

Any personal information recorded about Volunteers will be stored and maintained in accordance with the Council's Data Protection Policy. Volunteers are asked to notify the Council of any changes to those details.

If Volunteers no longer wish to volunteer, they should contact the Clerk to have their details removed from the Council's records.

A copy of this policy must be given to Volunteers the first time they undertake work on behalf of the Parish Council and the Volunteer Agreement Form must be signed (Appendix A).

The policy will be re-issued to Volunteers if any material changes to the policy are made.

Signed (Chair): Cllr McColl
Date: 16th September 2024
Date for next review: September 2025



BURTON GREEN PARISH COUNCIL VOLUNTEER POLICY



APPENDIX A

VOLUNTEER AGREEMENT FORM

I _____ [Print name], volunteering for Burton Green Parish Council, acknowledge that I have read, accept and will adhere to the Council's Volunteer Policy.

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

Signed _____ Dated: _____