

Gawcott with Lenborough Parish Council

Volunteer Policy and Procedures

Introduction

1. This document sets out the policy and procedures relating to the engagement and management of volunteers in activities authorised by the Parish Council. The Parish Council recognises that volunteering can benefit the council, the community and the volunteers themselves.

Policy

2. The Parish Council maintains a list of volunteers (name and address, telephone number and/or email). Volunteers are asked to notify the Parish Clerk 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 Volunteer List.
3. Volunteers must be competent to carry out a role. The nature of skills required will depend on the activity.
4. If required, appropriate training will be provided in advance of the volunteer working on site. The minimum level of training should be sufficient to ensure maintenance of the health and the safety of volunteers and any people who might be affected by the work, as far as reasonably practicable.
5. Volunteers should be informed about the task and its purpose, health, safety and supervision arrangements before commencement of work.
6. All works undertaken by volunteers take account of the Health & Safety at Work Act.
7. Volunteers working at the sole request of the Parish Council will be insured under the Parish Council's Public Liability and Employers Liability cover.
8. Volunteers should only carry out tasks allocated to them.
9. Prior to work commencing, a visual inspection of the site must be carried out to ensure that there are no obvious hazards.
10. There should be a method of communication for emergency purposes.
11. Volunteers must have due regard to the fact that they are carrying out authorised work on behalf of the Parish Council and as such are representing the Council, in terms of both the quality of work and possible interaction with the public.
12. If a volunteer raises a complaint that cannot be resolved at the time then a complaint should be instigated in accordance with the Parish Council's Complaints Procedure.
13. A copy of this policy must be given to volunteers the first time they undertake work on behalf of the Parish Council. The policy will be re-issued to volunteers if any material changes to the policy are made.

Procedures

14. A risk assessment should be undertaken before commencement of work, which needs to be signed by the Parish Council and volunteer(s). The Parish Clerk is to keep a copy of the risk assessment.
15. Volunteers must be briefed appropriately for the task(s) being undertaken. This should include a description of the work to be undertaken and known issues and risks associated with the site.
16. Volunteers will be expected to confirm that they do not have any medical issues that would put either them or other volunteers at risk.
17. Volunteers to notify the clerk of completion of work(s).

Parish Council – Volunteer List

The Parish Council Volunteer List is maintained by the Parish Clerk. All information will be kept safe and confidential.

It is essential that a volunteer advises the Parish Clerk of any illness or ailment that could put either themselves or other volunteers at risk of either injury or harm, while working on a task.

Where a volunteer can no longer support the community, they are to contact the Parish Clerk requesting their details are removed from the list at the earliest opportunity.

Your Contact Details:

Name:

Address:

Telephone Number:

Email:

Signed:

Date:

Adopted at 14th March 2024 meeting