

STURMER PARISH COUNCIL



Volunteer Policy

1. Introduction

Sturmer Parish Council has adopted this policy in order to comply with Section 3 of the Health and Safety at Work Act 1974.

2. The purpose of this policy

Sturmer Parish Council values volunteers and welcomes their contribution to community life in the village. This policy seeks to protect and support volunteers working for the Council and to set down the Council's responsibilities to comply with its own employment and insurance obligations.

3. What we do

Sturmer Parish Council works to create a lively and happy community where people live long and healthy lives. We want to look after our beautiful environment, encourage biodiversity and reduce carbon emissions. We respect and celebrate diversity and we aim to include everyone and listen to what they have to say. We want to improve the economic, social and mental wellbeing of everyone in our lovely old Parish and we want to provide the very best local facilities and services that we can afford.

4. Valuing and supporting volunteers

Some activities involve working in partnership with community groups and volunteers. We will ensure that volunteers feel valued and supported and we will welcome their views. We will provide training, briefings and communications to recognise the central role they play. We acknowledge that volunteers want satisfying and rewarding work that contributes to their own sense of wellbeing and personal development.

5. Who are our volunteers?

Volunteers may come through community groups, direct from the community or be students from a local school or college (over the age of 16). Volunteers may give time regularly or on an occasional basis. Every volunteer has their own motivation and preference which we will respect.

6. How we work with our volunteers

The following guidelines deal with practical aspects of volunteering with the Parish Council. More information can be found on our website and in copies of policies mentioned here.

7. Volunteer Agreement and Task Descriptions

Each volunteer will have an agreement establishing what Sturmer Parish Council undertakes to provide for them – mainly this is to ensure safety and insurance. Volunteers will be asked to agree to these simple guidelines. These documents do not form any sort of contract. Sturmer Parish Council has no intention of creating a contract with local volunteers. All tasks to be performed by a volunteer must be agreed by and with the Parish Council.

8. Expenses

The Council believes that volunteers should not suffer financially by volunteering. Volunteer leaders will agree expenses that may be paid in respect of specific activities.

9. Training and Instruction

All volunteers will receive training and instruction relevant to the roles they perform. This will be provided by the persons nominated by them in liaison with the Council.

10. Volunteer Voice

Volunteers are encouraged to express their ideas and views about matters relating to their area of voluntary work through council members. If a volunteer has concerns about actions of a council member or the safety or organisation of volunteer activities, they may report these direct to the Parish Clerk. We aim to identify and solve problems at the earliest stage and to treat all volunteers fairly, objectively and consistently. The Parish Clerk is responsible for handling problems regarding volunteers' conduct or complaints which will be handled in accordance with the Council's complaints and grievance policies. We will seek to ensure that the volunteer's views are heard, noted and acted upon promptly aiming always for a positive and amicable solution.

11. Insurance

All volunteers are covered by Sturmer Parish Council's Insurance policy whilst they are engaged in any work on our behalf. It should be assumed that insurance is not provided unless the Council has explicitly authorised the activities to be undertaken. The schedule attached to this policy shows the ongoing volunteer activities the Council has authorised; others will be approved on a case by case basis relevant to the activity undertaken.

12. Health and Safety

Volunteers are covered by Sturmer Parish Council's Health and Safety Policy. A copy of which will be provided to each volunteer upon request.

13. Equal Opportunities

Sturmer Parish Council operates an Equality Policy in respect of both paid staff and volunteers. A copy will be provided upon request. Volunteers will be expected to have an understanding of and commitment to our commitment to our equal opportunities policy.

14. Safeguarding

In appropriate circumstances volunteers will be made aware of the Council's Safeguarding Policy and Procedures and where necessary DBS checks and training will be undertaken. Primarily this applies where volunteers may be working with children or vulnerable adults.

15. Confidentiality

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

16. Data Protection

Personal information recorded about volunteers is stored and maintained in accordance with our Data Protection Policy, a copy of which is available on our website. All volunteers agree to allow their photographs, motion pictures, and voice media taken during the volunteer activity to be used in Sturmer Parish Council publications, public relations broadcasts and in digital media unless the council is otherwise notified in advance.

Volunteer Consent Form

Your Name:

Address:

Postcode: DOB:

Tel: Mobile:

Email:

Consent

By signing this form you consent to participate in any volunteer activities authorised by Sturmer Parish Council Volunteer Policy. You further agree to abide by the terms of the policy and follow any instructions and safety briefings provided by council members. You further agree to seek any medical advice before undertaking any activities you feel will be physically demanding for you. In return, we will provide and necessary protective clothing, first aid kits, guidance, manual tools and insurance.

Please tick this box to confirm you have read and understood these requirements.

☐

Your information

Sturmer Parish Council will store the information you have provided in order for you to carry out your role as a volunteer. All data will be stored securely and only shared with other organisations with you permission, or as necessary, such an organisation organising volunteer activities. You have the right to view the data we hold about you, or request that some of or all you data is deleted at any time. Copies of our privacy statement are available on our website if you require further clarification.

If you are happy for Sturmer Parish Council to keep a record of you information and contact details, please tick the box to give consent.

☐

Keeping you informed

We would like to keep you informed of news, events, activities and other services we provide. It you are happy for us to do this, please let us know the best way to contact you by ticking the boxes below.

Post

☐

Telephone

☐

Email

☐

Text

☐

If you wish to change the way the Council keeps in touch with you, or you wish to be removed from receiving any communication, please contact us using the details below.

.....
Volunteers signature

.....
Date

Please return this signed consent form to the Parish Council Clerk

clerk@sturmer-pc.gov.uk