

# Volunteer Policy

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## Version Control

<b>Version</b>	<b>Date approved</b>	<b>Minute Ref</b>	<b>Website updated</b>	<b>Next Review</b>
V1	17/11/2024	102/24	22/11/2024	Q4 2026

## **1. Introduction**

Boyatt Wood Parish Council (BWPC) believes in the value of voluntary activity as an important expression of citizenship. BWPC recognises the significant and valuable role that volunteers have in creating, implementing and enhancing our community and believe that volunteering should be a worthwhile and rewarding experience, that volunteering benefits the community and the volunteers themselves.

## **2. Purpose**

BWPC intend to encourage, develop and support volunteer involvement in the community. This policy provides a framework for volunteers and applies to volunteers undertaking authorised tasks on behalf of the Council. It ensures consistency and that all volunteers are treated equally and fairly. Volunteers are not directly employed by BWPC, they undertake supplementary and supportive tasks.

Volunteering is defined as-

*Volunteering is when someone spends unpaid time doing something to benefit others<sup>1</sup>.*

## **3. Aims**

The aims of the policy are to ensure that the council and volunteers, understand their roles and responsibilities, whilst working in partnership which is

- To increase our contact with the local community we serve
- To ensure our services reflect the needs of our community and voluntary groups
- To increase skills, experience, perspectives and diversity in the area
- To ensure that BWPC can continue delivering services

## **4. Responsibilities**

### **Council**

4.1 Adequate training will be provided to do their role effectively. To ensure the maintenance of health and safety of volunteers and any persons who might be affected by the work, in so far as reasonably practicable.

It is not possible to detail what constitutes 'adequacy' as requirements will vary according to:

- 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.

4.2 All works undertaken by volunteers take account of the Health & Safety at Work Act 1974 and all other Health and Safety Legislation.

4.3 BWPC will provide minimum levels of Personal Protective Equipment for the task.

4.4 Volunteers working at the sole request of and under the sole control of the Parish Council will be insured under the Parish Council's Public Liability and Employers Liability cover.

4.5 If any permissions, licences, temporary orders etc are required to host an event involving volunteers, BWPC will make the necessary arrangements

4.6 Ensure that the Volunteer Policy is in accordance with current legislation, best practice in relation to managing and supporting volunteers.

### **Volunteers**

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<sup>1</sup> NCVO - The National Council for Voluntary Organisations

- 4.7 Volunteers should be informed about the task and its purpose, health, safety and supervision arrangements before commencement of work.
- 4.8 Volunteers must be competent to carry out a role without risk to his/her physical or mental health and wellbeing. The nature of skills needed will depend on the activity.
- 4.9 Volunteers should not undertake the work defined if they have either an injury or illness that could increase the risk of further injury or illness to themselves or fellow volunteers.
- 4.10 Volunteers in the course of their duties and will take all reasonable precautions to prevent or minimise accident, injury, loss or damage. No volunteer will ever be requested to work at height.
- 4.11 Out of pocket expenses will not be paid to any volunteer / group without prior permission being granted (receipts to be produced / claim form to be completed and submitted). In most cases the council will supply all equipment needed to carry out any task.
- 4.12 There is no formal/legal agreement between BWPC and its volunteers.
- 4.13 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. To be mindful of the Councils Civility and Respect pledge and policies.
- 4.14 Volunteers are encouraged to express their views about matters concerning BWPC and its work.
- 4.15 BWPC where appropriate may request a volunteer to consent to Disclosure and Barring Service (DBS) Check
- 4.16 Volunteers will be requested to sign an acknowledgement that they have received the task briefing see [Appendix A](#)

## **5. Procedure**

- 5.1 The council has a duty of care and as such will carry out adequate risk assessments to identify risks that might be faced and how they will be managed. The factors include scale, type and scope of the event, type and size of audience, location, duration and the time of day and year the event will be held. These factors will determine what resources and facilities are required.
- 5.2 The outcome of a risk assessment will allow for a safety plan to be determined so that the council are prepared for any incidents or emergencies
- 5.3 The risk assessment is to be shared with the volunteers and authorised persons.
- 5.4 Volunteers must undergo an induction briefing appropriate for the task(s) being undertaken. This should include a description of the work to be undertaken and known issues and associated risks.
- 5.5 Volunteers will be expected to sign the briefing sheet, showing that they have received a briefing, they understand the nature of the work, they recognise the risks associated with the task and agree to comply with instructions provided during the briefing. Volunteers will also be expected to confirm that they do not have any medical issues that would put either themselves or other volunteers at risk.
- 5.6 BWPC cannot be held liable for any injury caused by the use or misuse of tools or faulty equipment.

**Appendix A**

**VOLUNTEER ACKNOWLEDGEMENT**

- I am competent and understand the scope of work described and agree to abide by the briefing provided
- I agree to comply with all health and safety direction and training
- I agree that I am fit and healthy to undertake the work

Name (Printed)	Address	Telephone	Signature