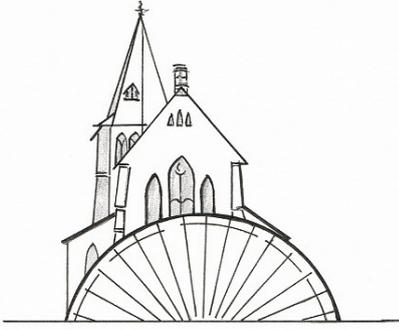


Annesley & Felley Parish Council



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VOLUNTEER POLICY

Annesley & Felley Parish Council acknowledges and values the support that volunteers can provide to the local community.

This policy sets out the broad principles for voluntary involvement in activities overseen by the Parish Council.

It will be reviewed regularly to ensure that it is relevant to the needs of the Parish Council and its volunteers.

This policy applies to volunteers working on behalf of, but not employed by, the Parish Council.

Volunteers are unpaid and of their own free will contribute their time, energy and skills to benefit the community.

Parish Council volunteering opportunities are advertised through the Parish Council website, Facebook page and Newsletter.

All volunteering on behalf of the Parish Council must be authorised by the Parish Council and the clerk informed.

Volunteers are requested to respect neighbours and residents when carrying out voluntary work. If the nature of the work is such that it is potentially disruptive to others, it should only be carried out during sociable daylight hours, unless agreed with the Parish Council.

Volunteers should not act in any way likely to be detrimental to the reputation of the Parish Council.

Volunteers can expect to be treated equally, regardless of their gender, race, age, faith, disability or sexual orientation.

Health and Safety

The Parish Council has a legal obligation to comply with health and safety legislation, it has a duty of care to avoid exposing volunteers to risks to their health and safety.

Volunteers must be adequately trained to be able to carry out the role. The training must be sufficient to ensure their health and safety and, as far as reasonably practicable, that of anyone who may be affected by the work.

Volunteers must undergo a briefing appropriate for the task being undertaken. This should include health and safety, what to do if there is a problem and an introduction to any other relevant individuals.

A risk assessment of the activity must be undertaken to identify risks that might be faced and how they will be managed

Insurance

Volunteers that are working on behalf of the Parish Council and at their direct request, will be insured under the Parish Council's Public Liability and Employer's Liability cover.

However, the Council does not insure the volunteer's personal possessions against loss or damage and if volunteers use their own tools or equipment the Parish Council cannot be held liable for any injury loss or damage arising from a fault or defect with these.

Data Protection

Any personal information recorded about volunteers will be stored and maintained in accordance with the Parish Council Data Protection Policy (GDPR).

Safety clothing/equipment

Volunteers will normally carry out less hazardous work involving use of non-powered tools.

However, if using power tools or involved in litter picks sensible and appropriate protective equipment should be worn including stout footwear, safety goggles, high visibility vests and gloves.

Appropriate safety clothing/equipment must be always worn by volunteers when acting on behalf of the Parish Council and a first aid kit provided by the council should be available.

Provision of any safety equipment or clothing needs that are identified during the risk assessment process must be authorised in advance by the Parish Council.

Expenses

Expenses will be paid with the approval of the Parish Council and after receipt by the Parish Council of paper receipts.

Problems

If volunteers are dissatisfied with any aspect of their work or wish to resolve a problem, contact should be made in the first instance with the Clerk or Chair of the Parish Council.

Agreement to become a volunteer with Annesley & Felley Parish Council.

Introduction:

Detailed below is the agreement under which the volunteer will operate.

Role and responsibilities of a volunteer:

Before signing this agreement, the volunteer will agree their specific role with the Parish Council.

For each task agreed the volunteer will be issued with a statement of work.

The volunteer will:

- Follow those policies and procedures of the Council most relevant to the role
- Carry out the work as per the statement of work
- Acknowledgement that all work will be on a voluntary, unpaid basis
- Have Council's assurance that volunteers will be covered by the Council's insurance while working on behalf of the Council.
- Have a member of staff mentor, who will support and supervise activities
- Acknowledge that either party could terminate the agreement with immediate effect.
- Read and accepted the Parish Councils Volunteer Policy

When working with the Council, volunteers will consider the public interest, avoid conflict between personal interest and the public interest.

AGREEMENT:

I confirm that I have agreed my role with the Parish Council, accept the definition of the role and responsibilities of a volunteer as described above:

Volunteer

Name:

Signature:

Date:

On behalf of Parish Council

Name :

Signature:

Date:

Date Approved & Adopted: 4th November 2024

Date for next Review: 4th November 2026