

Bressingham and Fersfield Parish Council

Volunteer Policy

Version: 1.0

Date adopted:

This policy sets out the principles for voluntary involvement in activities that are authorised by Bressingham and Fersfield Parish Council (the Council).

This policy applies to volunteers working on behalf of the council. It does not apply to those employed by the council or to members of the council.

1. Introduction

The Council recognises that volunteers may contribute in many ways to the local community and work of the Council. It is our aim to ensure that a volunteer's experience is positive and is as beneficial as possible to the volunteer, the Council and the Parish.

2. Volunteer Activities

Bressingham and Fersfield Parish Council has overall responsibility for the Volunteer activities.

New opportunities will be assessed by Parish Councillors at an official Parish Council meeting.

A suitably trained or experienced Councillor (Supervisor) will be assigned and authorised to manage each Volunteer Activity and to support the Volunteer(s), on behalf of the Council.

Volunteers will be informed about the relevant opportunity and its purpose, health, safety and supervision arrangements. Responsibility for this rests with the Supervisor.

3. Risk Assessment and Management

The Supervisor will undertake a risk assessment to identify any risks that might be faced and to plan how they will be managed or mitigated.

The risk assessment will include as a minimum:

- The activity.
- Safeguarding requirements and arrangements.
- The existing competency of volunteers
- The circumstances of the work (e.g. degree of supervision).
- The tools and/or equipment being used.
- Training requirements.

The level of supervision and training will be sufficient to ensure the Health and Safety of volunteers and any people who might be affected by the work.

The Parish Clerk is to receive a copy of the risk assessment ahead of work being undertaken.

4. Responsibilities

a. Parish Council Responsibilities

If, after assessment it is decided to proceed the following will apply:

- Each Volunteer will accept a Volunteer Agreement (a copy is attached as Annex 1) giving details of the expectations of the volunteering role.
- Each Volunteer has a role/task description.
- The Volunteer will receive training to assist them to carry out their role and ongoing support and supervision that are appropriate to the opportunity.
- DBS checks are organised and funded if appropriate to the opportunity.
- All Volunteers will be given feedback if they request it.

b. Volunteers' Responsibilities

Volunteers will:

- Attend their volunteering on the day and time agreed with the Supervisor.
- Contact the Supervisor if they are unable to attend their volunteering for any reason.
- Comply with Bressingham and Fersfield Parish Council Equal opportunities policy.
- Be aware of, and conform to, the Health and Safety at Work Act, and be fully aware of Health and Safety requirements whilst undertaking opportunities.
 - Volunteers will not be authorised to carry out work that the Council considers hazardous or that would contravene the principles of the Health and Safety at Work Act, taking into account the competence of the volunteer(s) carrying out the proposed work.
- Treat others with respect
- Work in a positive manner which does not bring the Council into disrepute.
 - All volunteers must have due regard to the fact that they are carrying out authorised work on behalf of Bressingham and Fersfield Parish Council and as such are representing the Council, both in quality of work and possible interaction with the public.

5. Insurance

Volunteers carrying out volunteer work that has been authorised by the council will be covered by the Council's Public Liability insurance.

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.

6. Expenses

Volunteers are reimbursed pre-approved travel and out of pocket expenses in accordance with Bressingham and Fersfield Parish Council expenses policy.

Appendix 1

VOLUNTEER AGREEMENT FORM

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

Signed _____

Dated: _____