ASHFORD HILL with HEADLEY 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 Council 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. The details included in the Volunteer List are presented at Appendix A.

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 and under the sole control 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. These inspections are to be recorded.

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 general 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. The Parish Clerk is to receive a copy of the risk assessment. An example Risk Assessment is at Appendix B.

15. 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 risks associated with the site.

16. Volunteers will be expected to sign the briefing sheet, showing that they have received an induction brief, they understand the nature of the work, they recognize the risks associated with the task and agree to comply with instructions provided during the induction brief. This document is not intended to form a contract. Volunteers will also be expected to confirm that they do not have any medical issues that would put either them or other volunteers at risk.

17. On completion of the work, the Co-Ordinator is to forward the completed induction brief to the Parish Clerk with a completed summary of the work undertaken. Retention of induction briefs will allow the Parish Council to record work and ultimately acknowledge the contributions to the community made by volunteers.

18. An example Volunteer List is at Appendix A and an example Induction Brief and Volunteer sign-up sheet is at Appendix C.