Billing Parish Council

Volunteer Policy

This policy sets out the principles for voluntary involvement in activities authorised by Billing Parish Council. The council acknowledge that volunteers contribute in many ways, and that volunteering can benefit the council, local communities and the volunteers themselves. This policy applies to volunteers working on behalf of the parish council, not those employed by the council or members of the council.

Volunteers shall be required to note that only volunteer work that has been authorised by the council will be covered by the council's insurance. The council may decide to set-up a volunteer database that records volunteers and some basic contact details.

Volunteer Policy Statement

- As an employer and engager of volunteers Billing Parish Council is committed to a policy of equality and diversity. This principle will apply to service delivery, recruitment, promotion, training, facilities, procedures and all terms and conditions.
- Recruitment of volunteers will be from all sections of the community.
- Volunteers will receive full information about their area of work and will be given a clear idea of their responsibilities.
- Volunteers will be given induction and training in the specific tasks to be undertaken.
- Volunteers will be consulted in decisions which affect them.
- Volunteers will be assigned a named contact person for supervision and support.
- Billing Parish Council recognises that problems do arise, and we aim to identify and resolve these problems at the earliest stage. Volunteers who have a problem of any kind should discuss it in the first instance with their named contact person.
- Volunteers will be bound by the same confidentiality conditions as Billing Parish Council paid staff.
- Volunteers will be adequately covered by insurance while carrying out agreed duties.
- All volunteers are covered by the same health and safety policies and provisions as staff.
- Billing Parish Council is committed to ensuring that volunteers work complements the work of paid staff, and that it will not be used as a substitute for paid work.
- Steps will be taken to ensure that staff at all levels are clear about the roles of volunteers and to foster good working relationships between staff and volunteers.
- Billing Parish Council recognises the need for training for all those working alongside and managing volunteers.

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Volunteer Activity

1. Volunteers must inform the event supervisor (The Parish Clerk / Green Space Manager) of work they intend to carry out before commencing such work. This can be in writing via e-mail to the Parish Clerk or by signing in ahead of a session. The record will be retained.

2. Volunteers must be adequately trained to be able to carry out the role or activity they are undertaking. The exact nature of the training will depend on the role or activity and the findings from the required risk assessment.

3. A risk assessment will be undertaken by the event supervisor in order to identify any risks that might be faced and how they will be managed. The risk assessment will have regard to any safeguarding arrangements. Visual inspections of the work area must be carried out and recorded prior to work commencing. The risk assessment should include as a minimum:

    - 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
    - Training requirements - The training standard must be sufficient to ensure the Health and Safety of volunteers and any people who might be affected by the work.

4. Volunteers must be informed about the task and its purpose, health, safety and supervision arrangements. Responsibility for this rests with the event supervisor to whom authority has been provided by the parish council.

5. All volunteers shall have regard to the Health & Safety at Work Act 1974 when undertaking work. Volunteers will not be authorised to carry out work that the Council considers hazardous or would contravene the principles of the Health and Safety at Work Act 1974, considering the competence of the volunteer(s) carrying out the proposed work.