

ROTHERWICK PARISH COUNCIL

VOLUNTEER POLICY

Aim

Rotherwick Parish Council acknowledges and values the support that volunteers provide to the local community. This policy sets out the broad principles for voluntary involvement in activities overseen by Rotherwick Parish Council. It will be reviewed annually to ensure that it is relevant to the needs of Rotherwick Parish Council and its volunteers.

Scope

The 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 volunteer opportunities are advertised through Parish media, including the Parish Council's website, Facebook page and Village Noticeboards.

Other volunteering opportunities that arise in the community relating to Parish Council land, assets or areas of responsibility must be authorised by the Parish Council. Volunteers must inform the Parish Council of the work they intend to undertake before commencing such work by contacting the Clerk.

1. 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 at an agreed time and date, unless agreed with the Council.
2. Volunteers are requested to only carry out work authorised by the Parish Council and such work must be undertaken in such a manner as to not harm, devalue or contaminate surrounding vegetation, land and/or assets.
3. Volunteers can expect to be treated with respect and in accordance with the Equality Act 2010 and that their personal data provided through volunteering will be handled in accordance with GDPR 2018.
4. Volunteers must be adequately trained, briefed, or provided with instructions to be able to carry out the role; it must be adequate to ensure their health and safety and, as far as reasonably practicable, that of any people who might be affected by the work. The Parish Council will work with the individual authorised to undertake the work to assess training needs and provide appropriate training as required.
5. Volunteers must undergo an induction appropriate to the task being undertaken. Volunteers must be provided with details of; what to do if there is a problem and whom to report it to.
6. A Risk Assessment must be undertaken by a competent person (as nominated by the Parish Council) in order to identify risks that might be faced and how they will be managed, this should include COSHH (Control of Substances Hazardous to Health), PPE (Personal Protective Equipment) and should the measures and controls to mitigate and minimise risks not be deemed adequate work should not proceed without authority of the Parish Council.

The Clerk must receive a copy of such Risk Assessment records. The Parish Council will work with the individual authorities to undertake the work to ensure appropriate risk assessment is undertaken.

7. On condition that volunteers are working on behalf of the Parish Council and at their direct request, then they will be insured under the Parish Council's Public Liability and Employer's Liability cover. However, the Parish Council does not insure the volunteer's personal possessions against loss or damage and if volunteers use their own tools or equipment then Parish Council cannot be held liable for any injury, loss or damage arising from a fault or defect with these.

8. If tools, equipment, chemicals, and consumable items (e.g. paint, preservatives etc.) are required to undertake the task then the Parish Council should provide these. Should the Parish Council not own or justify purchase then hire of said item may be authorised by the Parish Council. That may be from a recognised outlet or may be the hire of personally owned item i.e., of a volunteer. The condition of that item should be independently assessed as suitable for the task, inspected and its condition noted including fitment and fitness for purpose of any safety devices and currency of any required testing e.g., PAT. The cost of the hire is to be agreed by the Parish Council in advance and at that point the Parish Council will be responsible for the items whilst in use and may remunerate proportionately for damage, loss, or cost of consumables such as fuel.

9. Expenses will be paid only with prior approval of the Parish Council and after receipt by the Parish Council of paper receipts in respect of the same; for items where V.A.T. is payable volunteers should request that 'Rotherwick Parish Council' is included in the payee details on the invoice. 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.

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 Chairman.

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