



## QUEEN CAMEL PARISH COUNCIL

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# Queen Camel Parish Council Volunteer Policy

## Adopted 20<sup>th</sup> May 2024

### 1. Introduction

1.1 Queen Camel 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 the Parish Council in order to make volunteering an enjoyable, safe and rewarding experience.

1.2 The Parish Council continues to be grateful to the many members of the community who give their time to maintain and support the community on a personal basis. The Parish Council will show support when required, although this policy covers specific organised volunteer activity which is arranged by, or in the name of, the Parish Council.

1.3 This Policy will be reviewed annually.

### 2. Volunteers

2.1 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.

2.2 All volunteering activities on behalf of the council must be authorised by the council, and managed/overseen by the Council's Volunteer lead or relevant volunteer coordinator.

2.3 Volunteers will receive a briefing on the activity to be undertaken. This will include access to this Policy and the relevant Risk Assessment. By undertaking volunteering activity for the Parish Council, volunteers are acknowledging their understanding of this Policy/Risk Assessment and are consenting to operating under their terms.

2.4 Volunteers should only undertake the activity if they feel comfortable in doing so and can stop volunteering at any time.

2.5 A record of Parish Council volunteers will be maintained by the clerk under the provisions of the General Privacy Notice. Volunteers should not disclose any personal information relating to the council, other volunteers or members of the public obtained whilst undertaking volunteering activities of the Parish Council.

2.6 Volunteers should not act in any way likely to be detrimental to the reputation of the council.

2.7 All Parish Council volunteers have a voice and should raise any comment, issues or concerns with their volunteer lead or the Clerk.

2.8 Volunteers should notify the Parish Council when they undertake work, through their volunteer lead or through designated channels,

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

2.10 Parish Council volunteering opportunities are advertised through Parish media, including Community social media channels, Parish Council notice boards and the Parish Council website.

### **3. Volunteer Management**

3.1 The Parish Council has a Volunteer lead Councillor who has oversight of the management of council volunteers. Certain activities, such as the Playing field Committee, will have their own designated volunteer coordinator.

3.2 Volunteer leaders act as a point of contact with the Parish Council, access funding, coordinate training and maintain communication with volunteers and report on activity.

### **4. Health and Safety**

4.1 The council will comply with its legal obligation under health and safety legislation, with Risk Assessments being conducted and reviewed regularly.

4.2 The Council has a generic Risk Assessment for volunteers, along with more specific Risk Assessments where required. These are available on the Parish Council website.

4.3 All volunteers will be provided with a relevant briefing and offered any necessary training in order to carry out the volunteering activity. If there is a cost involved, this will be met by the Parish Council.

4.4 Volunteers are expected to wear clothing suitable for the activity with appropriate safety and protective equipment being provided. If clothing or protective equipment is not considered suitable then the activity should not be undertaken.

### **5. Safeguarding of Children and young Persons**

5.1 Volunteers performing activity on behalf of the Parish Council will be 18 years or over.

### **6. Insurance**

6.1 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 Parish Council insurance does not cover 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.

### **7. Expenses**

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

