

## **Trimley St Martin Parish Council**

### **Volunteer Policy**

This policy will enable Trimley St Martin Parish Council to demonstrate its commitment to keeping safe volunteers and those undertaking voluntary involvement in activities overseen or provided by Trimley St Martin Parish Council.

#### **Policy Statement**

Trimley St Martin Parish Council acknowledges and values the support that volunteers provide to the local community. This policy applies to volunteers working on behalf of, but not employed by, the Parish Council. It will be reviewed annually to ensure that it is relevant to the needs of Trimley St Martin Parish Council and its volunteers.

#### **Definitions**

- 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 the Parish Council notice boards and the Parish Council website/social media accounts.

#### **Related Policies**

This policy will need to be read in conjunction with the following Parish Council policies:

Equality and Diversity, Data Protection, Complaints Policy and any others deemed appropriate.

#### **Responsibilities of the Parish Council**

- All volunteering opportunities that arise from the community 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.
- Volunteers can expect to be treated equally, regardless of their gender, race, age, faith, disability or sexual orientation.
- Volunteers must be adequately trained to be able to carry out the role. It must be sufficient 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.
- Volunteers must undergo an induction appropriate for the task being undertaken. This should include health and safety, what to do if there is a problem and an introduction to other relevant individuals. The Parish Council will work with the individual authorised to undertake the work to ensure appropriate induction takes place.
- Copies of the Council's Health and Safety Policy will be handed to all Volunteers prior to the commencement of their volunteering work.

- A risk assessment must be undertaken in order to identify risks that might be faced and how they will be managed. The Clerk must receive a copy of such risk assessment records. The Parish Council will work with the individual authorised to undertake the work to ensure appropriate risk assessments are undertaken.
- 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 volunteer's personal possessions against loss or damage will not be insured. If volunteers are to use their own tools or equipment the Parish Council will not be held liable for any injury, loss or damage arising from a fault or defect with these.
- Volunteers will only be required to carry out less hazardous work involving use of non-powered tools where possible. In all cases, sensible and appropriate protective equipment should be worn including stout footwear, safety goggles (if appropriate); protective clothing and high visibility vests.
- Expenses will only be paid only with the prior approval of the Parish Council and after receipt by the Parish Council of paper receipts in respect of same. 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 Parish Clerk