Charmouth Parish Council

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VOLUNTEER POLICY

1. Introduction

This policy sets out the principles for voluntary involvement in activities authorised by Charmouth 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.

2. Recruitment

In conjunction with the event organiser, a notice will be placed on the Parish Council website, social media and physical notice boards seeking volunteers for a specific project approved by the Council.

Applications will be collated by the Clerk and a volunteer database, that records volunteers and some basic contact details will be established.

3. Volunteer Activity

Volunteers must be registered as an official volunteer before commencing. Children can attend for activities deemed appropriate (ie, tree planting etc) but must attend with, and remain the full responsibility of a parent/guardian who is a registered volunteer.

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.

A risk assessment will be undertaken by the Clerk/Facilities Manager 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.

Volunteers must be informed by the Clerk/Facilities Manager about the task and its purpose, health & safety and supervision arrangements.

All volunteers shall have regard to the Council's Health & Safety Policy (available on the Council's website) 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.

All volunteers shall have regard to the Council's Equal Opportunities Policy (available on the Parish Council website).

If the volunteer is to work in a regulated activity within the Council, the Council will carry out enhanced DBS checks in accordance with the Council's Child Protection Policy.

All volunteers must have due regard to the fact that they are carrying out authorised work on behalf of Charmouth Parish Council and as such are representing the Council, both in quality of work and possible interaction with the public.

Volunteers will be bound by the same requirements for confidentiality as paid staff.

4. **Monitoring, Assessment & Review**

A copy of this policy will be provided to each volunteer and will require the agreement form to be returned prior to commencement of any activity.

Each activity will be risk assessed, to include procedures for cancellation. If necessary, a Councillor will be appointed for a specific activity to brief the volunteers in line with the Clerk's instructions and have access to the database in the event of the need to cancel the activity.

The policy will be reviewed by the Finance and General Purposes Committee every two years.

Agreed by Council:	27 September 2021
Reviewed:	September 2026
Review due:	September 2031

VOLUNTEER AGREEMENT FORM

I _____ [Print name],

address _____

_____

_____

Mobile contact number _____

Email contact _____

volunteering for Charmouth Parish Council, acknowledge that I have read, accept and will adhere to the Volunteer Policy.

The personal information you have provided above will be processed and stored so that it is possible to contact you and provide information relating to the activities requiring volunteers. Your personal information will not be shared with any third party. The Council therefore require your agreement to the following:

I agree that I have read and understand Charmouth Parish Council's Privacy Notice (available on the Council's website - https://www.charmouthparishcouncil.gov.uk/policies-and-procedures).

I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that if photos are taken of the project which I am included in and informed of, these can be used on social media for the purpose of promoting/informing the public of the project.

I agree that Charmouth Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request my details are removed from your database.

Signed ……

Dated …….