

# Staveley with Ings Parish Council Volunteer Policy

## 1. Introduction

Staveley with Ings Parish Council recognizes the valuable contribution that volunteers may be able to make. It is, therefore, our aim to ensure that a person's volunteering experience is as positive and beneficial as possible to both the individual and to the organisation.

## 2. Assessment of Opportunity

Staveley with Ings Parish Council will ensure that each volunteering opportunity is assessed and developed as follows:

The overall responsibility for the Volunteer recruitment programme lies with the elected Councillors working within the framework of the Parish Council Local **Parish** Plan. New vacancies will be assessed by Parish Councillors at an official Parish Council meeting.

## 3. Responsibilities

### Parish Council responsibilities

If the volunteers are undertaking hazardous work, then the Councillor responsible will undertake a suitable and sufficient risk assessment and produce a method statement or safe working practices for the tasks.

If, after assessment it is decided to proceed the following will apply:

- each volunteer will accept a verbal Volunteer Agreement ( a written copy is available on request) giving details of the length and expectations of the volunteering role
- each volunteer has a role/task description
- the volunteer will receive induction and ongoing support & supervision
- all volunteers are provided with training to assist them to carry out their role and to encourage their personal development
- all volunteers are treated with equal respect
- where necessary, DBS checks are organised and funded
- all Volunteers will be given feedback as appropriate

The Councillor allocated to support the Volunteer will be adequately trained and supported.

Volunteers are required to:

- ensure that they attend their volunteering on the day and time agreed with their Supervisor
- contact their Supervisor if they are unable to attend their volunteering for any reason, in line with the Volunteer Agreement
- familiarise themselves with Staveley with Ings Equal opportunities policy
- familiarise themselves and comply with Staveley with Ings Parish Council policies, procedures and practices
- be aware of, and conform to, the Health and Safety at Work Act, and be fully aware of Health and Safety requirements
- treat others with respect
- work in a positive manner which does not bring Staveley with Ings Parish Council into disrepute

#### **4. Expenses**

Volunteers are reimbursed travel and out of pocket expenses in line with Staveley with Ings Parish Council expenses procedure/policy

#### **5. Insurance**

Volunteers working for Staveley with Ings Parish Council are covered by the organisation's Public Liability Insurance.

Volunteers who are required to drive as part of their volunteering work are required to inform their Motor Insurance Company in writing that they will be driving in a voluntary capacity.

