

Newton St Cyres Parish Council

Volunteer Policy

1. Introduction

- 1.1 We recognise the valuable contribution that volunteers can make to the work of Newton St Cyres Parish Council. Volunteers can bring a diverse range of skills and experiences. We recognise that volunteers are motivated because it is their choice to volunteer and give their time freely; in return, we want to provide volunteers with opportunities that will be rewarding and enjoyable.
- 1.2 This volunteer policy sets out the principles and practice by which we involve volunteers.

2. Status of Volunteers

- 2.1 Volunteers must be between the ages 16-80 years and must be physically fit and able to carry out the ~~work expected of them.~~ role for which they have volunteered. Volunteers over the age of 80 will not be covered by the Parish Council's Personal Accident insurance
- 2.2 A volunteer is not an employee and will not have a contract of employment.
- 2.3 The roles in the Parish Council's remit for which individuals may volunteer are listed in 10 below. The lead councillor will discuss the role with the volunteer to ensure that volunteer can meet the requirements of the role.
- 2.4 The lead Councillor will discuss with the volunteers the amount of time that they are willing to commit, the frequency of their availability and how this will fit in with the Parish Council's needs.
- 2.5 Volunteers are encouraged to let the lead Councillor/designated individual know as soon as possible if they are not available to fulfil a pre-arranged volunteer session so that a substitute can be found, or different arrangements can be made.
- 2.6 Volunteers wishing to withdraw from their voluntary role are asked to give the lead Councillor as much notice as possible.

3. Principles-Responsibilities of the Parish Council

- 3.1 The Parish Council:
 - Recognises that voluntary work brings benefits to volunteers themselves and to the community
 - Will ensure that volunteers are aware of Risk Assessments and provided with safety equipment where necessary. The volunteer lead for the particular area will ensure that the volunteer is fully aware of the requirements
 - Will not introduce volunteers to replace staff paid by NSC PC-paid staff.
 - Recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing on the job training (where necessary) for them to do their work effectively.
 - Will endeavour to involve volunteers from a wide range of backgrounds and abilities to ensure volunteering opportunities are as accessible and inclusive as possible.
 - Will treat all volunteers equally regardless of gender, age, race, faith, disabilities or sexual orientation

4. Recruitment

- 4.1 The Parish Council will recruit volunteers through a range of methods including for example ,advertising, word of mouth, talking to other agencies and making contact with local volunteering organisations.
- 4.2 The Parish Council will endeavour to help any volunteer overcome barriers that may make it difficult for them to undertake volunteer roles
- 4.3 The Parish Council will ensure that the recruitment process is accessible and inclusive.

5. Health and Safety

- 5.1 Every area of voluntary work will have a risk assessment and volunteers must be aware of this and act accordingly. Risk Assessments are available to view on the Parish Council's website and a written copy will be provided to each volunteer.
- 5.2 Volunteers have a duty to take care of themselves and others who might be affected by their actions.
- 5.3 Volunteers must not act outside their authorised area of work and/or training.
- 5.4 Volunteers must ensure all accidents are reported to the Parish Clerk as soon as possible after the accident
- 5.5 If a volunteer is unsure about an area of work, they should seek support and guidance before going ahead.
- 5.6 Where Personal Protective Equipment (PPE) is provided this must be used.

6. Insurance

- 6.1 Volunteers will be covered by the Parish Council's Personal Accident insurance provided they meet the criteria stated in 2 above. Volunteers must be physically fit and able to carry out the work-role for which they have volunteered ~~for~~
- 6.2 Volunteers will not be covered for unauthorised actions, actions outside the volunteering role, or actions undertaken for which the volunteer is not appropriately trained.
- 6.3 Volunteers must not use their own tools and equipment

7. Induction and Training

- 7.1 At the start of their volunteering role, volunteers will receive a briefing from the lead Councillor or other designated individual to familiarise them with the work of the group for which they have volunteered. Training will be offered if necessary.
- 7.2 Road Warden volunteers must work under the guidance of an appropriately trained (Chapter 8) supervisor
- 7.3 Strimming and any form of path maintenance must not be undertaken without appropriate training

8. Support and Supervision

- 8.1 All volunteers will have a ~~named person~~ lead councillor as their main contact. They will be given regular feedback and provided with an opportunity to discuss how things are going and air any problems. Any issues or problems should be notified to the Parish Clerk as soon as possible
- 8.2 Networking meetings between volunteers will be encouraged to develop peer support and share experiences.

9. Expenses

- 9.1 Volunteers will be reimbursed by bank transfer for necessary out-of-pocket expenses incurred on behalf of the Parish Council as long as this has been approved in advance by the lead Councillor and receipts are provided to the Parish Clerk.

10. Volunteer Groups

The following Volunteer Groups are run by Newton St Cyres Parish Council

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|-----------------------|-------|-----------------------------|
| • Flood Group | Lead: | Cllr Liz Ouldrige |
| • Footpath Group | Lead: | Cllr Graeme Barnell |
| • Litter pickers | Lead: | Cllr Monika Herpoltd-Bright |
| • Neighbourhood Watch | Lead: | Cllr Monika Herpoltd-Bright |
| • Road Wardens | Lead: | Cllr John Dean |
| • Snow Wardens | Lead: | Cllr Liz Ouldrige |
| • Speedwatch | Lead: | Cllr John Dean |

11. Data Protection

Personal information recorded about volunteers is stored and maintained in accordance with our Data Protection Policy, a copy of which is available on our website. All volunteers agree to allow their photographs, motion pictures, and voice media taken during the volunteer activity to be used in Newton St Cyres Parish Council publications, public relations broadcasts and in digital media unless the council is otherwise notified in advance. Volunteers agree that personal data (such as emails/addresses) that are used in connection with their volunteering role will be limited to this use only and not used outside the volunteering role or passed onto others not in a volunteering role.

NEWTON ST CYRES PARISH COUNCIL VOLUNTEER CONSENT FORM

Area volunteering for:	
Name of volunteer:	
Address:	
Phone number: Land/Mobile	
Email:	
Date of birth: <u>If over the age of 80 I</u> <u>confirm that I understand</u> <u>I will not be covered by</u> <u>the Parish Councils</u> <u>Personal Accident</u> <u>Insurance</u>	

I confirm:

- Receipt of the Volunteer Policy
- Receipt of appropriate Risk Assessment
- I am aware of my lead Councillor contact/designated contact
- That I understand the scope of my volunteering role and will not act outside of this
- That I will abide by all of the above and that I am physically fit and able to carry out the role. I will notify any changes in my ability to carry out my voluntary role to the lead councillor
- That my contact details may be passed to the lead Councillor/designated individual for the purpose of arranging volunteering activities
- That any personal data I become aware of through my volunteering role, will be kept confidential and used only in connection with my volunteering role

Signed by: (volunteer) Date:	
Signed by: (Authorised representative of the Parish Council) Date:	

This form will be held confidentially by the Parish Clerk and will be retained throughout the duration of the volunteering role, after which it will be destroyed.