

## NEWTON ST CYRES PARISH COUNCIL

### VOLUNTEERS POLICY (JUNE 2026 updated)

#### 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 and incorporates current legal and best-practice requirements for parish councils.

#### 2. Status of Volunteers

##### 2.1

Volunteers must be between the ages of 16–80 years and must be physically fit and able to carry out the 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. However, the Council owes volunteers a duty of care under the Health and Safety at Work etc. Act 1974 and common law.

##### 2.3

The roles in the Parish Council's remit for which individuals may volunteer are listed in section 10 below. The lead councillor will discuss the role with the volunteer to ensure that the volunteer can meet the requirements of the role.

## 2.4

The lead councillor will discuss with volunteers the amount of time they are willing to commit, the frequency of their availability and how this will fit 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 made.

## 2.6

Volunteers wishing to withdraw from their voluntary role are asked to give the lead councillor as much notice as possible.

## 2.7 Safeguarding Requirement

Our volunteers undertaking roles that involve interaction with children, young people, or vulnerable adults do so under the guidance/supervision of a qualified Safeguarding professional.

## 3. 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.

Will ensure that the volunteer lead for the particular area makes the volunteer fully aware of the requirements.

Will not introduce volunteers to replace staff paid by Newton St Cyres Parish Council.

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.

Will endeavour to involve volunteers from a wide range of backgrounds and abilities to ensure volunteering opportunities are accessible and inclusive.

Will treat all volunteers equally regardless of gender, age, race, faith, disability or sexual orientation.

Will ensure compliance with the Management of Health and Safety at Work Regulations 1999, PPE Regulations 2022, and relevant Highways/Chapter 8 requirements.

Will ensure that any personal data processed in relation to volunteers complies with the UK GDPR and Data Protection Act 2018.

#### 4. Recruitment

##### 4.1

The Parish Council will recruit volunteers through a range of methods including 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.

### 4.4 – Transparency Code

Where volunteer roles relate to publicly funded projects, the Council may be required to publish relevant information under the Local Government Transparency Code 2015.

## 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.

## 5.7 – Highways/Chapter 8

Volunteers undertaking any work on or adjacent to the public highway must comply with Chapter 8 (2023 revision) and Devon County Council's Road Warden Scheme requirements.

## 6. Insurance

### 6.1

Volunteers will be covered by the Parish Council's Personal Accident insurance provided they meet the criteria stated in section 2 above.

### 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 unless specifically authorised and risk-assessed.

### 6.4 – Public Liability Clarification

The Council's Public Liability Insurance covers volunteers for accidental injury or damage caused while carrying out authorised tasks.

## 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 lead councillor as their main contact. They will be given regular feedback and provided with an opportunity to discuss how things are going and raise any problems. Any issues 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:

Flood Group           Lead: Cllr Liz Ouldrige

Footpath Group       Lead:

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

### 11.1

Personal information recorded about volunteers is stored and maintained in accordance with our Data Protection Policy.

### 11.2 – UK GDPR

Personal data will be processed lawfully, fairly and transparently under the UK GDPR and Data Protection Act 2018. Data will only be used for purposes connected to the volunteer role and will not be shared outside this purpose.

### 11.3 – Consent for Images

Volunteers may give or withdraw consent for the use of photographs, video or audio recordings at any time. Consent must be explicit and recorded.

#### 11.4 – Data Retention

Volunteer data will be retained only for the duration of the volunteering role and securely destroyed thereafter.

NEWTON ST CYRES PARISH COUNCIL

VOLUNTEER CONSENT FORM (JUNE 2026 UPDATED VERSION)

(Aligned with NALC model policies and UK GDPR)

Area volunteering for:

Name of volunteer:

Address:

Phone number (Land/Mobile):

Email:

Date of birth:

If over the age of 80, I confirm that I understand I will not be covered by the Parish Council's Personal Accident Insurance.

Initial: \_\_\_\_\_

I confirm:

Receipt of the Volunteer Policy

Receipt of the appropriate Risk Assessment

That I am aware of my lead councillor/designated contact

That I understand the scope of my volunteering role and will not act outside of this

That I am physically fit and able to carry out the role and will notify any changes

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

That I understand my data rights under UK GDPR

I consent / do not consent (delete as appropriate) to the use of my image in Council communications

Signed by (Volunteer):

\_\_\_\_\_ Date: \_\_\_\_\_

Signed by (Authorised representative of the Parish Council):

\_\_\_\_\_ Date: \_\_\_\_\_

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