

## **THORNER PARISH COUNCIL - VOLUNTEER POLICY**

Thorner Parish Council believes that volunteering offers mutual benefits to all parties involved and provides the opportunity for people to make a valuable contribution to their community in a practical way.

### **The Parish Council involves volunteers to:**

Increase its contact with the local community it serves.

Help ensure its facilities and services reflect the needs of the community.

The Council will ensure that volunteers feel part of the Council's structure by involving them in staff information sessions and providing regular supervision.

Thorner Parish Council does not aim to introduce volunteers to replace paid staff.

All Council employees will be expected to work positively with any volunteers and where appropriate, will actively seek to involve them in their work.

Volunteers require satisfying work and personal development and the Council will seek to help volunteers meet these needs, as well as providing training for them to do their role effectively.

Volunteers may come through various partners organisations, direct from the community or be students from a local educational institute.

### **Guidelines**

The following guidelines deal with practical aspects of volunteering with the Parish Council,

### **Recruitment**

All prospective volunteers will be interviewed to find out what they would like to do, their skills, their suitability to perform a task and how best their potential might be realised.

One reference will be sought for each volunteer, checks of any kind can appear a very intrusive process but they are necessary for a number of reasons:

1. It takes account of Thorner Parish Council's responsibility to the public and the community.

2. It gives the volunteer a degree of credibility

3 It re-assures colleagues

## **Volunteer Agreement and Task Descriptions**

Each volunteer will have an agreement agreeing what the Council undertakes to provide for them (see appendix 1),

All volunteers are asked to provide a risk assessment and a description of all activities or specific work they will be undertaking.

Neither of these documents is intended to form a contract. Thorner Parish Council has no intention of creating a contract with any volunteers.

## **Support**

All volunteers will have a named person as their main point of contact. They will be provided with regular supervision to feedback on progress, discuss future development and any problems.

## **Training**

Training will be provided as appropriate.

## **The Volunteer's Voice**

Volunteers are encouraged to express their views about matters concerning Thorner Parish Council facilities and services to their main point of contact.

## **Insurance**

All volunteers are covered by Thorner Parish Council's insurance policy whilst they are carrying out tasks on behalf of the Parish Council.

## **Expenses**

No expenses will be paid

## **Health and Safety**

Thorner Parish Council has a legal obligation to ensure it complies with health and safety legislation, it has a duty of care to avoid exposing volunteers to risks to their health and safety and to make sure volunteers are aware of this. Practical issues will be discussed as part of a volunteer's induction and a copy of the Parish Council's Health and Safety Policy is available on request.

## **Equal Opportunities**

Thorner Parish Council operates an Equality Policy in respect of both paid staff and volunteers.

Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

## **Protection of Children and Vulnerable Adults**

If the volunteer is to work in a regulated activity within the Council, the Council will require proof of a DBS check. The Council has a Child and Vulnerable Adult Protection Policy which will be made available to the volunteer.

## **Problem Solving**

We aim to identify and solve problems at the earliest possible stage.

## **Confidentiality**

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

**Adopted; 01 September 2015**

**Reviewed; August 2016**

**Appendix 1  
Thorner Parish Council Volunteer Agreement**

This agreement is intended to confirm Thorner Parish Council’s commitment to making a volunteers experience productive and rewarding.

Thorner Parish Council agree to accept the services of  
..... (Volunteer)  
Beginning..... (Start date)

The Parish Council commits to the following:

- 1.To provide adequate information, training and assistance for the volunteer to be able to meet the responsibilities of their position
- 2.To ensure diligent supervision to the volunteer and to provide feedback on their performance
- 3.To treat the volunteer with respect and without discrimination
- 4.Provide access to all policies and procedures relating to their role and duties.

I .....agree to serve as a volunteer and commit to the following:

- 1.To perform my duties to the best of my ability and in accordance with the risk assessment provided.
- 2.To adhere to the Council’s policies and procedures

Signed .....	Signed.....
Date.....	Date.....
Thorner Parish Council	Volunteer

This agreement can be cancelled at any time at the discretion of either of the parties, but will expire automatically on the resignation, whether voluntarily or involuntarily of the volunteer. This document is not intended to form a contract;

**Thorner Parish Council has no intention of creating a contract with any volunteers**