



VOLUNTEER POLICY

Aim

Wroxham Parish Council acknowledges and values the support that volunteers provide to the local community. This policy sets out the broad principles for voluntary involvement in activities overseen by the council. It will be reviewed annually to ensure that it is relevant to the needs of the council and its volunteers.

Scope

This policy applies to volunteers working on behalf of, but not employed by, Wroxham Parish Council. Volunteers are unpaid and of their own free will contribute their time, energy and skills to benefit the community.

Parish Council volunteer opportunities are advertised through Parish media, including the Parish Council meetings, website, notice boards, and Facebook page.

Volunteers must inform the Parish Council of the work they intend to undertake before commencing such work by contacting the Clerk.

1. Volunteers are requested to respect neighbours and residents when carrying out voluntary work. If the nature of the work is such that it is potentially disruptive to others, it should only be carried out at an agreed time and date, unless agreed with the council.
2. Volunteers can expect to be treated with respect and in accordance with the Equality Act 2010 and that their personal data provided through volunteering will be handled in accordance with GDPR 2018.
3. Volunteers must be adequately trained, briefed or provided with instructions to be able to carry out the role; it must be adequate to ensure their health and safety and, as far as reasonably practicable, that of any people who might be affected by the work. The Parish Council will work with the individual authorised to undertake the work to assess training needs and provide appropriate training as required.
4. Volunteers must undergo an induction appropriate for the task being undertaken. This should include an awareness of the council's Health and Safety policy and other relevant policies; what to do if there is a problem and who to report it to.
5. A risk assessment must be undertaken by a competent person (as satisfies the Council) in order to identify risks that might be faced and how they will be managed, this should include COSHH, PPE and should the measures and controls to mitigate and minimise risks not be deemed adequate work should not proceed without authority of the Parish Council. The Clerk must receive a copy of such risk assessment

records. The Parish Council will work with the individual authorised to undertake the work to ensure appropriate risk assessments are undertaken.

6. On condition that volunteers are working on behalf of the Parish Council and at their direct request, then they will be insured under the Parish Council's Public Liability and Employer's Liability cover. However, the Council does not insure the volunteer's personal possessions against loss or damage and if volunteers use their own tools or equipment the Parish Council cannot be held liable for any injury, loss or damage arising from a fault or defect with these.
7. If tools, equipment, or consumable items (eg paint, flowers, etc) are required to undertake the task, the Parish Council should provide these. Should the council not own the item, then hire or purchase of said item may be authorised by the Council or Clerk, as determined by financial policy.
8. Expenses will be paid only with the prior approval of the Parish Council or Clerk and after receipt by the Parish Council of appropriate receipts. For items where VAT is payable volunteers should request that 'Wroxham Parish Council' is included in the payee details on the invoice. Provision of any safety equipment or clothing needs that are identified during the risk assessment process must be authorised in advance by the Parish Council.

If volunteers are dissatisfied with any aspect of their work or wish to resolve a problem, contact should be made in the first instance with the Clerk or Chair.

Clerk, Wroxham Parish Council

Last reviewed and agreed at Full Council September 2023

Next review September 2025