



Volunteer Policy and Procedures

Version	Date	Author	Notes
3.0	22/07/2020	L Mitchelmore/ M Harper	For approval at PC meeting 29 July 2020 – minute ref 20/21.23.3.2

Contents

1. Introduction2

2. General.....2

3. Health and Safety (please also refer to the Danbury Parish Council Health and Safety Policy).....2

4. Code of Conduct3

5. Expenses3

1. Introduction

- 1.1. Volunteering can be of benefit to the Parish Council, the community and volunteers themselves.
- 1.2. This document sets out the policy and procedures relating to the engagement and management of volunteers in activities authorised by Danbury Parish Council.
- 1.3. This policy should be read in conjunction with any additional information, requirements and risk assessments relating to specific volunteering activities.

2. General

- 2.1. A copy of this policy must be given to volunteers the first time that activities are undertaken on behalf the Parish Council, and reissued when changes have been made.
- 2.2. A list of volunteers, including their name, address, telephone number and email is maintained by the Parish Council and will only be used for the purpose of contacting the volunteer in relation to volunteering activities and opportunities.

3. Health and Safety (please also refer to the Danbury Parish Council Health and Safety Policy).

- 3.1. Due regard will be given to the Health and Safety at Work etc Act 1974.

Prior to activities being undertaken:

- i. Appropriate training, information, safe equipment and protective clothing will be provided in advance of the activity to ensure the health and safety of volunteers and any people who may be affected by their acts and omissions.
 - ii. A risk assessment must be completed by the Parish Office and given to the volunteer/lead volunteer.
 - iii. The volunteer/lead volunteer must carry out a visual inspection of the site to ensure that there are no obvious hazards.
 - iv. Volunteers must only carry out the activities and tasks that have been allocated to them by the Parish Office/lead volunteer.
 - v. There should be a method of communication for emergency purposes on site determined by the volunteer/lead volunteer.
- 3.2. Volunteers must take reasonable care of themselves and others in relation to health and safety, adhere to Health and Safety Requirements, and not interfere with or misuse equipment.

- 3.3. Volunteers working at the sole request of and under the sole control of the Parish Council will be insured by the Parish Council's Public Liability and Employers Liability Cover.

4. Code of Conduct

- 4.1. Volunteers must have due regard to the fact that they are undertaking activities for and on behalf of the Parish Council and, as such, are representing the Council, in terms of both their standard of work and possible interaction with members of the public.
- 4.2. Volunteers will be provided with and are expected to adhere to the Parish Council's Code of Conduct where activities and tasks involve working/contact with children and vulnerable adults, public money, or when exercising voting rights on a Parish Council Committee/sub-committee.
- 4.3. This policy should be read in conjunction with the Parish Council Safeguarding Policy.
- 4.4. If a volunteer raises a complaint it should be investigated in accordance with Danbury Parish Council's Complaints Procedure.

5. Expenses

- 5.1. Reasonable expenses that have been incurred as a result of volunteering activities will be reimbursed where they were agreed by the Parish Clerk prior to them being incurred – expenses request form attached.