



# Heybridge Parish Council

## Volunteer Policy

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### 1. Policy Statement

1.1 Heybridge Parish Council is the first tier of local government run by volunteers who have been elected as unpaid Councillors. We rely on other volunteers to help us carry out new initiatives to improve the well-being of parishioners.

1.2 The 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.

1.3 The Parish Council will ensure that volunteers feel part of the Council's structure by having stems in place to involve volunteers in staff information sessions, and regular supervision. The Parish Council does not aim to introduce volunteers to replace paid staff.

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

### 2. Volunteer Management

2.1 The Clerk to the Parish Council is responsible for the recruitment, selection and induction of volunteers as well as evaluating their contribution within the organisation. Regular support and supervision with individual volunteers will be held in order to ensure the suitability of the tasks and to identify any training needs.

### 3. Volunteer Recruitment Procedures

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

3.2 All prospective volunteers will be interviewed to find out what they would like to do, their skills, suitability and how best their potential might be realised. Two references 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:-

- It takes account of Heybridge Parish Council's responsibility to the public and the community;
- It gives the volunteer a degree of credibility;

- It re-assures colleagues.

#### **4. Volunteer Roles, Agreements, Induction, and Training**

4.1 An outline of each specific volunteer role the Parish Council has will be available on the Parish Council website, Herald and noticeboards.

4.2 Each volunteer will have an agreement agreeing what the Parish Council undertakes to provide for them (see appendix 1), volunteers will be asked to agree to a written outline of the specific work they will be undertaking. Neither of these documents is intended to form a contract. The Parish Council has no intention of creating a contract with any volunteers.

4.3 There will be no expenses paid.

4.4 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.

4.5 An induction will be given to all volunteers by the Clerk. The training will include a tour of Plantation Hall (including fire exits, location of extinguishers, fire alarm, toilet facilities and domestic facilities) an introduction to other members of staff, fire procedure, health and safety requirements, and any other general information.

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

#### **5. Data Protection**

5.1 Information on volunteers will be kept in a confidential file. Data collected will include date of commencement, emergency contact, position held and duties agreed and support and supervision notes.

#### **6. Health and Safety**

6.1 The Parish Council has a comprehensive Health and Safety Policy which will be explained to volunteers at their induction. Volunteers will be expected to adhere to this policy and the Council will ensure that they provide a safe environment for them to work in.

#### **7. Insurance**

7.1 The Parish Council insurance covers volunteers.

#### **8. Equal Opportunities and Diversity**

8.1 The Parish Council has an equal opportunities policy and equality policy which is available to all volunteers when they join.

## **9. Disciplinary and Complaints**

9.1 Volunteers who have a complaint against a volunteer, staff member, member of staff from a partner organisation should contact the person set out above under the volunteer management heading. If this is not possible or the outcome is not satisfactory the volunteer should contact the Clerk in the first instance.

27 March 2015

Clerk

Reviewed April 2016.

## Appendix 1 Heybridge Parish Council Volunteer Agreement

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

Heybridge Parish Council agree to accept the services of:-

\_\_\_\_\_ (Volunteer)

Beginning \_\_\_\_\_ (Start Date)

The Parish Council commits to the following:

- To provide adequate information, training and assistance for the volunteer to be able to meet the responsibilities of their position.
- To ensure diligent supervision to the volunteer and to provide feedback on their performance.
- To treat the volunteer with respect and without discrimination.
- Provide access to all policies and procedures relating to their role and duties within with the Parish Council
- To fulfil commitments as detailed in the volunteer handbook which will be issued to all volunteers.

I \_\_\_\_\_ agree to serve as a volunteer and commit to the following:-

- To perform my duties to the best of my ability
- To adhere to the Council's policies and procedures
- To fulfil the commitments detailed in the role

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Heybridge 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; Heybridge Parish Council has no intention of creating a contract with any volunteers.