

# Modbury Parish Council Volunteer Policy

Adopted by Council 5<sup>th</sup> April 2022

## 1. Introduction

- 1.1 This policy sets out the principles for voluntary involvement in activities authorised by Modbury Parish Council. The council acknowledge that volunteers contribute in many ways, and that volunteering can benefit the council, local communities and the volunteers themselves.
- 1.2 This policy applies to volunteers working on behalf of the parish council, not those employed by the council or members of the council.
- 1.3 Volunteers shall be required to note that only volunteer work that has been authorised by the council will be covered by the council's insurance. So far as insurance is concerned, on condition that volunteers are working at the sole request of and under the sole control of the Parish Council, then they will be insured under the Parish Council's Public Liability and Employers' Liability cover.
- 1.4 If the Parish Council is required to make a decision regarding work to be undertaken by volunteers then a detailed and fully costed proposal must be submitted to the Clerk no later than 14 days prior to the next Parish Council meeting.
- 1.5 Volunteers must inform the Parish Council of any work they intend to undertake prior to commencement of that work. They should inform the Clerk, preferably by email. In respect of work which is of an ongoing nature it is not necessary on each occasion and does not require formal approval of the Parish Council on each occasion.
- 1.6 Residents who undertake work on Parish Council property without the permission of the Parish Council are not covered under this policy and the Parish Council cannot be held responsible for any consequences of such action. Anyone who undertakes unauthorised work on Parish Council property could be liable for prosecution for criminal damage.
- 1.7 Expenses will only be paid to volunteers if prior approvals for the work and associated costs have been given by the Parish Council.
- 1.8 The council will set-up a volunteer database that records volunteers and some basic contact details.

## 2. Volunteer activity

- 2.1 Volunteers must be adequately trained to be able to carry out the role or activity they are undertaking. The exact nature of the training will depend on the role or activity and the findings from the required risk assessment.
- 2.2 A risk assessment will be undertaken by the event supervisor in order to identify any risks that might be faced and how they will be managed. The risk assessment will have regard to any safeguarding arrangements. The Parish Clerk is to receive a copy of the risk assessment ahead of work being undertaken.

The risk assessment should include as a minimum

- The job or activity
- The existing competency of volunteers
- The circumstances of the work (eg the degree of supervision)
- The tools and/or equipment being used
- Training requirements

The training standard must be sufficient to ensure the Health and Safety of volunteers and any people who might be affected by the work.

2.3 Volunteers must be informed about the task and its purpose, health, safety and supervision arrangements. Responsibility for this rests with the event supervisor to whom authority has been provided by the parish council.

2.4 All volunteers shall have regard to the Health & Safety at Work Act 1974 when undertaking work. Volunteers will not be authorised to carry out work that the Council considers hazardous, or would contravene the principles of the Health and Safety at Work Act 1974, taking into account the competence of the volunteer(s) carrying out the proposed work.

2.5 Appropriate clothing must be worn by all volunteers, no clothing should compromise the safe working environment.

2.6 All volunteers must have due regard to the fact that they are carrying out authorised work on behalf of Modbury Parish Council and as such are representing the Council, both in quality of work and possible interaction with the public.

2.7 A copy of this policy will be provided to all volunteers.

### **3. Data Protection, Consent and Policies**

3.1 By returning the application form you agree to allow the Clerk of Modbury Parish Council to process and store your personal data. This data will only be used to provide assistance for members of our community. The data will be stored on our systems in line with our policies and data protection regulations. You can withdraw your consent at any time.

3.2 Certain information could be shared with other Volunteers, such as your name and phone number to make arrangements, and third party organisations if required for example by law.

3.3 Certain information such as your name could be shared with individuals requiring assistance.

Please note that a safe-guarding check (DBS) may be needed in the future for any volunteer roles working with children or vulnerable adults.