

Bradfield Parish Council

VOLUNTEERS POLICY

**Adopted: 5th November 2024
Next review due: November 2026**

BRADFIELD PARISH COUNCIL (BPC)- VOLUNTEERS POLICY

1.0 Scope

This policy does not embody a contract for services and applies only to volunteers undertaking activities on behalf of BPC

2.0 Volunteering Compact Code of Good Practice

Volunteering is defined

- An activity that involves spending time, unpaid, doing something that aims to benefit the environment, or individuals or group (community).
- The commitment of time and energy for the benefit of society and community can take many forms. It is freely undertaken and not for financial gain.

Four principles are fundamental to volunteering

- **Choice:** freedom to volunteer also means freedom to not be involved
- **Diversity:** Volunteering should be open to all, no matter what their background, race, nationality, religion/faith, ethnic or national origin, age, gender, marital status, sexual orientation, or disability.
- **Mutual Benefit:** Volunteers offer their time without payment, but they should personally benefit in other ways such as gaining a sense of achievement, having fun, learning new skills, expanding their social contacts in the community etc.
- **Recognition:** Recognition of the value of the contribution of volunteers to the community and wider social objectives.

3.0. Introduction

3.1. BPC recognizes the vital role and contribution that volunteers can make to enhance the environment, resilience and social cohesion for the benefit of the community.

Residents' knowledge and experience of the Parish characteristics and previous incidents and response are invaluable.

Volunteering contributes in many ways to benefit the community and the volunteers themselves.

Given the limited personnel and financial resources of the council, volunteers are an essential component to fulfill the councils' objectives and ambitions.

WE NEED YOU to MAKE A DIFFERENCE IN YOUR COMMUNITY

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- 3.2. The aim of this policy is to clarify for the council and volunteers the guiding principals and terms upon which volunteers will be engaged to complete authorised activities and ensure that all volunteers can work with us in a safe and supported environment
- 3.3. Activities requiring community involvement, which the council requests continuous support will be identified and sign posted within this policy- see Appendix A

4.0. Publicising Volunteer Opportunities

We will consider advertising as appropriate;

- BPC council minutes
- Newslink
- BPC notice boards
- BPC web page
- Village shop/churches/schools/community groups
- Direct approaches to people whom we believe have the necessary professional skills and/or resources
- Approaches/enlisting people and resources from local clubs, societies, schools, Neighborhood watch etc.
- Facebook

5.0 Guiding Principles

- 5.1. BPC will develop volunteering activities to assist in achieving the aims and aspirations of the council and the community;
 - to encourage involvement and increase our engagement with the community we serve
 - to help ensure our objectives and priorities are aligned with the community
 - to increase the skills, experience and perspectives, consequentially increasing the resilience of the community

The council will encourage community members of all ages, backgrounds and abilities to volunteer their skills and time.

- 5.2. Volunteers will be provided with the necessary information they need to enable them to participate in volunteer activities.
Roles to be performed will be clearly defined together with which skill knowledge or experience may be required to fulfill them; to ensure volunteers understand their role and responsibilities.
- 5.3. As far as is practical; ensure adequate training for volunteers to perform their roles.
- 5.4. Establish and maintain a database to recruit and manage volunteers

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- 5.5. Volunteering opportunities will complement rather than replace paid staff or contractors
- 5.6. BPC will work positively with volunteers to maintain a receptive pro-active approach for volunteers to share ideas and/or concerns

6.0. Recruitment and Training

- 6.1. Prospective volunteers will be required to complete a short application form - see Appendix B- to establish a database and manage volunteers against requirements
- 6.2. Volunteers may also be required to undergo an induction and receive adequate and/or mandatory training to be able to competently and safely carry out assigned tasks
- 6.3. It is not possible to detail what constitutes “adequate” or define the exact nature of training, as requirement will vary ;
 - the volunteering role or activity
 - the existing competency and skill sets of the volunteer
 - the degree of supervision that is required
 - the outcome of specific risk assessment
 - the tools or equipment to be used
 - mandatory training when working with 3rd parties.

The extent and standard achieved must be sufficient to ensure the Health and Safety of volunteers and any persons affected by the task, as far as is reasonably practical.

7.0. Health and Safety, Risk Assessment and Personal Safety

- 7.1. In compliance with the current H&S at work legislation, a risk assessment will be undertaken and may be recorded, for all volunteering activities/tasks to identify potential risks and how they may be mitigated. These assessments will be undertaken by the Lead and/or Deputy volunteer or as otherwise directed by BPC.
- 7.2. Volunteers should preferably not work alone. If unavoidable then a lone working statement is to be agreed prior to commencement of the task.
- 7.3. Minimum levels of PPE shall be agreed and must be worn when undertaking tasks.
The council cannot be held liable for any injury if the appropriate PPE is not used
- 7.4. Volunteers, unless appropriately skilled
 - may not use powered tools or machinery in performing any tasks,

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- work at heights
 - work at or near unprotected live electricity.
 - in deep water floods

7.5. Volunteers must make a local assessment (a dynamic risk assessment) to verify no obvious hazards regarding the safety aspects before commencing, and any changes during completion, of any task assigned. If it is determined that the task is too hazardous it should be abandoned and this should be recorded and reported. We will support volunteers if they decide against performing that task.

IF IN ANY DOUBT AS TO THE SAFETY OF THE TASK LEAVE IT TO THE EMERGENCY SERVICES

7.6. All incidents and accidents must be reported and recorded in the council's Accident Book - via the Parish clerk as soon as possible.

8.0 Volunteers Code of Conduct

Volunteers shall:

- act honestly and ethically, while performing their assigned tasks.
- treat all council employees/members, other volunteers and community members with courtesy and dignity.
- shall be respectful of ethnic and cultural differences.

9.0 Confidentiality and GDPR

9.1. When you are accepted as a volunteer we will hold and process your personal data

- Name and contact details
- Emergency contact details
- Information about any allergies or medical conditions which may be relevant to your potential volunteering tasks
- Relevant training undertaken
- Professional and/or skill set competencies/qualifications
- Where appropriate, resources that you are able to personally provide and/or use.

The council will comply with GDPR when processing volunteer's data; refer to the Councils Privacy policy document.

9.2. Volunteers are responsible for maintaining the confidentiality of all proprietary, personal and sensitive data that they are exposed to while performing as a volunteer, whether this data involves council members, other volunteers, other persons, or council business.

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10. **Insurance**

Public liability and accident insurance is provided under the council's insurance policy, which will cover volunteers performing tasks at the direction and on behalf of the council.

BPC insurance cover does not extend;

- to volunteers using their personal motor vehicles and they should check with their insurers the extent of their policy cover.
- to volunteer's personal possessions or equipment used in performing any volunteer activities.

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APPENDIX A

OPPORTUNITIES REQUIRING CONTINUOUS VOLUNTEER SUPPORT TO SUSTAIN THE ACTIVITY.

Please refer to BPC website/ Documents: for details of the volunteer activities.

<http://bradfieldpc.org.uk>

1. EMERGENCY PLAN (*TO BE ISSUED*)
2. SPEEDWATCH AND INTERVENTION PROGRAMME. (*TO BE ISSUED*)

Please enquire via the Parish Clerk with any relevant questions, or to submit your volunteer application, which will be passed to the appropriate councillor for a response.

<mailto:clerk@bradfieldpc.org>

Subject :VOLUNTEERING

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APPENDIX B **VOLUNTEER APPLICATION**

* Essential

** Please fill in as much supplemental info as you can/wish
(your data will be retained and protected in accordance with BPC privacy policy)

* DATE:	
*FULL NAME:	
*CONTACT PHONE:	
LANDLINE:	
MOBILE:	
*CONTACT EMAIL:	
* ADDRESS	
**VOLUNTEERING ACTIVITIES OF INTEREST	
**GENERAL AVAILABILITY	
DAY / EVENINGS	WEEKDAY / WEEKEND
**RELEVANT SKILL SETS e.g. IT, First Aid, Medical, Builder, Electrician, Business, etc.	
**RELEVANT PROFESSIONAL QUALS e.g. Doctor, Nurse, Arborist, Electrician,	
**POTENTIAL RESOURCES: e.g. 4 wheel car/truck, Portable Generator	

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APPENDIX C

Bradfield Parish Council Volunteer Agreement

We appreciate your commitment to us and will do the best we can to make your volunteer experience with us is enjoyable and rewarding. To make sure you have the best possible experience we have created this agreement, which sets out our commitment to you and what we hope you can contribute.

BPC is committed to:

- Ensuring volunteering activities align with current safety guidelines.
- Being responsive to your requirements. and providing support throughout your volunteer experience.
- Providing you, as appropriate , with an induction and/or task training.
- Providing adequate tools and equipment, safety awareness training to ensure you know what to do to stay safe.
- Providing adequate personal insurance cover for volunteers whilst undertaking tasks approved and authorised by us.
- Ensuring that all volunteers are treated fairly.
- Trying to resolve fairly any issues or difficulties you may have before they become problems. In the event of an unresolved problem, to offer an opportunity to discuss the issue with the Council chairperson/Parish clerk
- Follow up on any feedback or questions you may have.

I agree to volunteer with Bradfield Parish Council and I am committed to the following:

- Performing my volunteering role to the best of my ability.
- Following reasonable instructions from my Lead Councillor/Volunteer activity leader.
- Familiarising myself with the purpose and methods of the volunteering activity
- Not working under the influence of alcohol or drugs
- Working safely as advised by the Lead Councillor/Volunteer project leader

I have had the opportunity to read the BPC Volunteer Policy

Please sign below

Name: **Signed:**.....
(Volunteer)

Date:

Name: **Signed:**.....
(For BPC)

Role: **Date:**

To contact the Parish Clerk

Tel: 01635 863581

<mailto:clerk@bradfieldpc.org>