

RINGLAND PARISH COUNCIL

VOLUNTEER POLICY

Aim

Ringland 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 Parish Council and its volunteers.

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

The Council volunteer opportunities are advertised through the Parish Council website and notice boards.

Other volunteering opportunities that arise in the community relating to Parish Council land, assets or areas of responsibility must be authorised by the Council. Volunteers must inform the Council of the work they intend to undertake before commencing such work by contacting the Parish Clerk (clerk@ringlandparishcouncil.gov.uk).

Scope

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 Data Protection Regulations.
3. Volunteers must be adequately trained, briefed or provided with instructions to be able to carry out the role. This 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) 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. 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. Volunteers can bring their own tools, equipment required to undertake the task as the Parish Council will not provide these.
8. Expenses will be paid only with the prior approval of the Parish Council and after receipt by the Parish Council of paper receipts; for items where VAT is payable volunteers should request that 'Ringland 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 Parish Clerk or Chairman.

Adopted: 11 November 2024
Reviewed 19 January 2026