

VOLUNTEERING FOR BURTON JOYCE PARISH COUNCIL

(Applies to all persons not employed by the Parish Council)

1. Volunteer Policy and Guidance

1. Introduction

1.1 Voluntary activities can be regular such as those arranged with the Poplars, Amenities or Communities Committees, with our Friends of Groups, or on a more ad hoc basis such as 'community litter picking days' or other one-off or short-term events which could include community emergency response activities.

1.2 This policy is for volunteers who may be members of public, residents, businesses, third parties and other groups that wish to volunteer for the Parish Council, on Parish Council premises, for Parish Council run activities and those under the control of and with the permission of Parish Council officers. The policy will apply to all Parish Council controlled, managed and supported voluntary activities.

1.3 This policy does not cover voluntary activities undertaken on behalf of party political activities. It excludes activities organised by Parish Councillors without Parish Council officer control, any political parties activities when they are not acting on behalf of the Parish Council or when not acting as an employer. Such as electioneering, elected member organised community events, other political party arranged activities, or any voluntary activities not controlled, managed or supported by the Parish Council or its officers.

1.4 This policy does not apply to all types of voluntary activities that occur within the Parish boundaries that are not being managed or controlled by the Parish Council or its officers and not within the Parish Council's responsibilities as an employer. It is important to stress that this policy only applies to the extent where Parish Council officers have control over activities or require for statutory purposes the need to control voluntary activities. For example, this policy does not apply to external voluntary groups organised by members of the public such as 'Keep Britain Tidy' sessions or any other external groups and organisations that are not within the control of the Parish Council or Council officers.

1.5 This policy will not be applicable to Council employees whilst at work. However when an employee chooses to volunteer outside of work and wishes to volunteer for a Parish Council run activity or group session operated on Parish Council premises, this policy and associated documents will apply.

2. Background, why volunteers are important to the Parish Council

2.1 Volunteers can build relationships within the community in which we work and contribute to supporting others in the community. By providing volunteering opportunities we provide opportunities for social inclusion, skills development and potential routes to employment. There is also evidence that volunteering can help to improve health and wellbeing for individuals and inform the development and delivery of Parish Council plans, projects or other key objectives by bringing in new opinions, ideas or approaches of volunteers. This can help the Parish Council to adapt, stay

relevant to what the community needs, as well as identifying opportunities to improve what we do. They can also be crucial support in times of great need, such as emergencies.

3. Our volunteering objectives

3.1 The Parish Council has a volunteer policy to set out clear management arrangement measures and controls to manage and operate voluntary activities. This will enable the Council and its officers to engage with volunteers around the parish in suitable activities to support people to improve their skills, health and happiness and add to community satisfaction within their local area. To bring together communities by offering meaningful activities for all. To offer volunteering opportunities in a safe and sustainable way.

4. Becoming a volunteer

4.1 The Parish Council believes that volunteering should be open to all and we welcome anyone who wishes to volunteer. Volunteering opportunities are advertised in a variety of ways and locations in order to ensure a wide coverage. There may be age and ability restrictions for certain activities.

4.2 All new volunteers will receive a brief induction when they begin. What this looks like will depend on the nature of the role undertaken but will include discussing the expectations of both parties, the identification of a named staff contact, instructions on how to complete a task safely and how to use any necessary tools or equipment.

4.3 Working with children (anyone under 18 yrs) and vulnerable adults. The vast majority of a volunteer's role does not involve close contact with children or vulnerable adults. Due to our safeguarding policies, the Council does not expect any of the volunteers to be in a 'position of responsibility'. As a volunteer you are not permitted to undertake tasks that would place you in a position of responsibility for the care of any minor. As a volunteer you are not permitted to train, supervise or give guidance to children or vulnerable adults and your volunteering activities should not bring you into unsupervised contact with children or vulnerable adults.

4.4 As a volunteer you may be seen by some members of the public as informally representing the Council. With this in mind, you are asked that whilst undertaking volunteering duties, you act in a way that promotes the work of the Council and enhances its reputation. We see you as an ambassador for the Council. We don't ask you to be "the voice of the Council" and would not want you to be put in that position.

5. Insurance

5.1 The Parish Council has Public Liability and Employers Liability Insurance in place that includes cover for volunteers undertaking tasks on our behalf and under our supervision. Any volunteer, including the Friends of Groups and other community groups, working in our open spaces or other volunteer projects *without the direct supervision of a Council officer* must have their own Public Liability Insurance.

5.2 The level of cover held by an individual volunteer or group will dictate what roles can and cannot be undertaken. The Parish Council does not allow a volunteer or group to undertake any other activities unsupervised nor to use any kind of equipment or machinery tools that are not listed, or have not been provided training on, even if their own insurance policy covers this activity.

Examples of tasks for volunteers working on Burton Joyce Parish Council's Parks and Open Spaces

All the tasks to be carried out at a distance of 2m from any highway or watercourse. Under no circumstances can you work on or beside a watercourse. Only hand tools to be used.

- Park gate opening and locking (unsupervised)
- Planting, including bulb and tree planting using hand tools
- Litter picking
- Weeding
- Brushing hard and soft surfaces
- Raking
- Mulching (dressing borders with bark chippings)
- Hedge laying
- Bagging up green waste and general waste
- Installation of bird boxes (not including working at height)
- Flag raising and lowering (unsupervised)

Requests from volunteers to undertake any other tasks not specified on this list will require a minimum of four weeks notice to arrange a risk assessment and suitable supervision with a Parish Council officer.

6. Health and Safety

6.1 Where appropriate we will supply you with high visibility vests. Hand and eye protection will be also provided when appropriate. The Council does not provide uniform or protective footwear. You will be expected to arrive to the volunteer activity with suitable footwear and clothing to be worn underneath high visibility items. Please wear suitable clothing for the prevailing conditions including seasonal weather variations for outdoor activities. Please contact your staff contact for further advice if you need it. The Council does not make expense payments to volunteers. You will be expected to make your own arrangements to travel to a site.

6.2 As a volunteer it is your responsibility to inform the Council of any relevant health conditions or illnesses that could affect your voluntary activity or that of others. If you are working as part of an unsupervised group you should also share relevant medical information with volunteers around you if there might be a potential risk to yourself or others because of your medical condition. You may also need to notify your insurance company if you are working in an unsupervised group that is covered by their own insurance. Volunteers taking part in practical conservation activities in particular are strongly advised to comply with the following guidance:

- Have an up-to-date tetanus injection.
- Be aware of the risks from the sun (UV radiation) by wearing suitable clothing, hats, sunscreen etc. Likewise for colder conditions wrap up warm with suitable clothing for the prevailing conditions.
- Weather conditions can change throughout the day
- Bring with you suitable refreshments (food and water)
- Proximity to the nearest toilet/ welfare facilities

Nb. This list is not exhaustive.

6.3 All government guidance regarding Covid-19 applicable at the time of volunteering should be strictly adhered to at all times.

7. Data Protection & Confidentiality

We ask you to respect other people's privacy and keep sensitive information confidential. We will use the information provided by you for to enable you to volunteer for the Parish Council. The basis under which the Council uses personal data for this purpose is that you have given your consent to the processing and that it is necessary for the compliance with a legal obligation to which the Council is subject to. The information provided by you may include information about your health which is a special category of personal. This information is used by the Council on the basis that you have given explicit consent in accordance with the provisions of the Data Protection Act 2018.

2. Volunteer Registration

This must be supplemented by a parental consent form for all volunteers under the age of 18 years.

Personal Information

Name: _____
 Address: _____

 Home Phone: _____
 Mobile Phone: _____
 Email: _____
 Date of Birth: _____

Do you have any physical or medical conditions or medication that we might need to be aware of e.g. asthma, allergies, etc.? *Please note, you are not required to answer this question, however, if you choose not to, for health and safety reasons, it may limit the range of volunteering activities permitted by the Council.*

Have you had any First Aid or Health & Safety Training within the last 3 years? Yes/No

If yes, please give details:

Which Group are you volunteering with (e.g. Cemetery Planting / Millennium Sundial Area / The Grove...)? Please give details.

When are you able to volunteer?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
a.m							
p.m							

Emergency Contact

Name: _____
 Address: _____
 Day Time Telephone No: _____ Relationship: _____

Declaration

I, _____ (full name in capitals), wish to volunteer for Burton Joyce Parish Council and commit to the following:

To help Burton Joyce Parish Council fulfil its aims of protecting and enhancing the environment, wildlife and heritage features in the Parish;

To perform my volunteering role to the best of my ability;

To adhere to Burton Joyce Parish Council's rules, procedures and standards, including health and safety procedures and its equal opportunities policy in relation to its staff, volunteers and clients; and

To maintain the confidential information of Burton Joyce Parish Council.

I confirm that I have read and understood the list of permitted unsupervised task, and the associated risk assessment, and agree that I will not undertake any other activity unless supervised and approved by Burton Joyce Parish Council. This agreement is not intended to be legally binding contract between the volunteer and Burton Joyce Parish Council and may be cancelled at any time at the discretion of either party. Neither party intends any employment relationship to be created either now or at any time in the future.

Volunteer's signature: _____

Name (print): _____ Date: _____