



# Barwick in Elmet and Scholes Parish Council

## Volunteer Policy

The Parish Council seeks to involve volunteers to:

*Increase our contact with people in the community and encourage residents to volunteer and be actively involved with the Parish Council supporting activities and events in the community.*

This Volunteering Policy is underpinned by the following principles:

- 1 The Parish Council (PC) will seek to involve unpaid volunteers in PC work by ensuring that volunteers are made to feel welcome.
- 2 All prospective volunteers will informally discuss the level of involvement they would like to have and what they would like to do with a member of the PC or the Staffing Committee.
- 3 Volunteers are expected to work in a safe manner and must not undertake work which may involve undue risk or harm to themselves or others, or work not agreed by the PC (refer to Appendix 1, Further Guidance).
- 4 Any expenditure made by volunteers must be approved beforehand by the Clerk. All volunteers will have any monies paid on behalf of the PC reimbursed when a receipt is provided to support the expenditure.
- 5 All volunteers are welcome to contact the Clerk or any member of the Staffing Committee for help and advice and are encouraged to express their views about matters concerning their role. Any volunteer with a health and safety concern must inform the Clerk.
- 6 All volunteers will be covered by Barwick in Elmet and Scholes Parish Council personal accident insurance policy and public liability insurance, whilst they are engaged in any work on behalf of the PC, unless they opt out.
- 7 The PC expects that volunteers will work positively with all other volunteers and volunteers will be expected to have a commitment to equal opportunities and respect diversity.
- 8 Any data recorded by the PC related to volunteers will be treated in confidence and subject to GDPR Regulations. All volunteers are required to observe confidentiality.
- 9 Volunteers under 18 years of age must have parental consent and be supervised by parents, or any suitably recognised organisation to which they belong examples include, school, the scouts, or local church groups. The Staffing Committee shall consider whether or not the nature of the activity gives rise to any issues concerning the safeguarding of children or of vulnerable adults and, if so, shall initiate procedures for extended disclosure.
- 10 This policy will be reviewed annually.

## **Appendix 1**

### **Further guidance**

The Parish Council will undertake appropriate risk assessments dependent on the work being undertaken. Many volunteers will not be undertaking physical work and may be supporting the PC with attendance at meetings or research.

The PC will ensure that venues, transport or vehicles used for trips are safe.

### **The use of tools, machinery and equipment**

- Must be suitable for the intended use
- Must be safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate
- Used only by people who have received adequate information, instruction or training
- Accompanied by the use of suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices
- All certificates of compliance must be approved by the PC prior to use
- All electrical equipment must have a current safety certificate
- All machinery must have a current certificate of conformity
- All hazardous substances or chemicals should be used in accordance with instructions to reduce risk of harm. If necessary protective clothing must be used.
- Any works on highways should be undertaken with regard to good practice and protection in accordance with relevant sections of Chapter 8 Traffic Signs Manual (SLG).
- Walkways must be maintained during any works
- Any working at height must only be carried out using the correct certified equipment
- Where ever possible volunteers should not work alone
- All accidents must be recorded by the PC Clerk

**Barwick in Elmet and Scholes Volunteer Registration Form.**

**Name.....**

**Address.....**

**Telephone number**

**Email**

**I agree to volunteer to undertake work on behalf of Barwick in Elmet and Scholes Parish Council.**

**I understand I am free to withdraw at any time and my data will be removed.**

**I have read the Volunteer Policy.**

**I wish to be covered by the Parish Council Insurance Policy (delete if opting out)**

**Signed .....**

**Date .....**