

LEICESTER FOREST EAST PARISH COUNCIL

VOLUNTEER POLICY

Purpose

The purpose of this policy is to provide a framework for the management of volunteers. This policy sets out the principles for voluntary involvement in activities authorised by Leicester Forest East Parish Council.

Benefits

The Council recognises that volunteers contribute in many ways, and that volunteering can benefit the Council, local communities and the volunteers themselves.

Scope

This policy applies to volunteers working on behalf of the Parish Council.

Good Conduct

All volunteers must have due regard to the fact that they are carrying out authorised work on behalf of Parish Council and as such are representing the Council, both in quality of work and possible interaction with the public. The volunteer must not be under the influence of alcohol or drugs whilst on duty.

Health & Safety

All volunteers shall have regard to the Health & Safety at Work Act 1974 when undertaking work. Task risk assessments will specifically consider all Health & Safety issues prior to work being carried out. Prior to carrying out any task, volunteers will be requested to complete a medical disclosure to identify any health issues which may adversely impact their health and wellbeing when undertaking tasks.

Risk Assessment

A risk assessment will be carried out for ALL tasks. Where necessary, volunteers will be required to undergo induction and training appropriate for the task being undertaken and consistent with the requirements of the risk assessment.

Personal Checks

Where appropriate volunteers will be asked to undertake any relevant personal check appropriate for the task being undertaken i.e. a Disclosure and Barring Service (DBS) check.

Young People

Volunteers must be over the age of 18. Anyone under the age of 18 accompanying a volunteer must be closely supervised by an appropriate adult volunteer who will take full responsibility for that young person's safety and wellbeing.

Equality & Discrimination

The Parish Council aims to ensure that all volunteers are treated fairly and consistently. Volunteers should expect to be treated equally. The Parish Council will ensure all volunteers are able to express concerns around volunteering tasks, other volunteers, or Parish Council staff. These will be addressed in a sensitive and confidential manner.

Expenses

Volunteers are not expected to incur personal expenses in carrying out their role for the Council.

Insurance

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. Volunteers are advised that any personal property will remain the responsibility of the volunteer.

Data Protection

The Council may decide to keep a volunteer database that records volunteers and some basic contact details. The Parish Council and volunteer will treat all information in a confidential manner and use it solely for lawful purposes in accordance with acts of legislation and national guidance, specifically the Data Protection Act 2018.

Informing Volunteers

A copy of this policy will be provided to all volunteers and they will be requested to sign to acknowledge they will conform to their undertakings under this policy.

Adopted May 2023

Reviewed May 2024

Date for review May 2025