



# ECCLESFIELD PARISH COUNCIL

*Serving the Community since 1894*

## **Draft Volunteer Policy**

### **Introduction**

Ecclesfield Parish Council exists to support, represent and provide services to the Parish of Ecclesfield.

Ecclesfield Parish Council ('The Parish Council') seeks to involve volunteers to:

- ensure our services meet the needs of our clients.
- provide new skills and perspectives.
- increase our contact with the local community we serve.

### **Principles**

This Volunteering Policy is underpinned by the following principles:

- The Council will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to the Council's work.
- The Council does not aim to introduce volunteers to replace paid staff.
- The Council expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.
- The Council recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.

- Vulnerable adults that assist in the office will provide someone to support them whilst working with the Council Staff.
- Before children work in the office the school would complete the safeguarding and health and safety check.

## **Practice guidelines**

The following guidelines deal with practical aspects of the involvement of volunteers:

### **Recruitment**

All prospective volunteers will be interviewed to ascertain their skills, suitability and how best their potential might be realised.

### **Volunteer agreements and voluntary work outlines**

Each volunteer will have a volunteer agreement establishing what the Council undertakes to provide them. In addition, they will agree to a written outline of the specific work they will be undertaking. Neither of these documents is a contract. The Council has no intention of creating a permanent contract with any volunteers.

### **Expenses**

Volunteers will have their reasonable travel expenses reimbursed. Other expenses may be paid by agreement with the Council before they are incurred.

### **Induction and training**

All volunteers will receive an induction into the Council and their own area of work. Training will be provided as appropriate. Where possible volunteers will be entitled to receive additional training on the same basis as paid staff.

### **Support**

The Parish Clerk or another senior member of staff will be all volunteers point of contact. They will be provided with regular supervision to feedback on progress, discuss future development and air any problems.

### **The volunteer's voice**

Volunteers are encouraged to express their views about matters concerning the Council and its work.

## **Insurance**

All volunteers are covered by the Council's insurance policy whilst they are on the premises or engaged in any work on the Council's behalf.

## **Health and safety**

Volunteers are covered by the Council's Health and Safety Policy. Volunteers over 70 (who are considered vulnerable) should check the .gov.uk website for volunteering advice especially during the Coronavirus pandemic.

## **Equal opportunities**

The Council operates an equal opportunities policy in respect of both paid staff and volunteers. A copy of the Equal Opportunities Policy is available from the Clerk. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

## **Problem solving**

We aim to identify and solve problems at the earliest possible stage. Volunteers must discuss any issues with the Clerk or another senior member of staff as soon as any problems or issues occur.

## **Confidentiality**

Volunteers will be bound by the same requirements for confidentiality as paid staff.

**Adopted by Council XX.2021**

**Review date: XXX 2022**