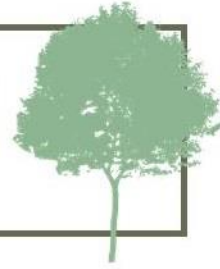


Fownhope Parish Council

Serving the community



VOLUNTEER POLICY

This Council recognises the value of the wide range of volunteer effort which is a feature of our cohesive community, and wishes to encourage it by providing guidance for volunteers, in the pursuit of maintaining and improving the well-being and environment of parishioners. This document sets out that guidance.

Getting involved

Any person with time and skills to offer as a volunteer is welcome to approach a Parish Councillor or the Clerk, either for a specific task or as a helper who can be called upon when a need arises. The Council may ask for people to come forward for specific projects, short or long-term, and in all cases a leader will be appointed for the tasking.

Having made contact, an informal chat will take place to establish the best role for the volunteer, based on wishes, skills, available time and any other relevant circumstance. When a role has been established, the volunteer will be asked to complete and sign a consent form, to ensure that the council's insurance policy provides personal cover.

Scope

There is a wide variety of tasks which volunteers may be asked to do by the Parish Council, and the scope may include, for example, caring for PC-owned areas such as Common Hill, Tan Brook play area, mowing verges, clearing streams etc, anywhere in the Parish. You may also be asked to help by the Fownhope Recreation Field Association, which manages the field and pavilion on behalf of the Council and tasks here may include maintaining the field, pavilion, play area and any other facilities thereon.

Getting started!

Volunteers will be supported by a task leader, responsible to the Council or FRFA, who will establish what is required, set roles and arrange for any necessary training, and introduce any other members of the team. They also assess what risks there may be and provide any other necessary information.

Support and Supervision

Volunteers will receive regular support and supervision to suit their own needs. This will provide the opportunity to identify training and development needs as well as evaluate the work which has been carried out.

Health & Safety

Volunteers must be critically aware of the need to reduce risks to themselves and the public in general, as far as possible. It is recognised that risks cannot be completely avoided and volunteers will be expected to reduce the risk of accident or mishap through their own actions. Based on the assessment of risk, the leader will ensure that the appropriate, well maintained equipment and safety wear is provided. It is the responsibility of the volunteer to adhere to instructions given and use the personal safety wear as advised, as failure to do so may invalidate the insurance cover provided by the Council or FRFA.

Expenses

Generally, neither the Parish Council nor FRFA pays incidental expenses other than for necessary materials and any claims or reimbursements must be approved by the task leader beforehand. Any claim which is approved must include details of dates, nature of the expenditure and amounts.

Insurance

The Parish Council Insurance Policy Includes all volunteers registered with the Parish Council for accidental injury and should you wish to see a copy of the Policy please ask your task leader. Please note that any claim may be void if no risk assessment has taken place.

Data Protection

Information on volunteers will be kept in a confidential file by group leaders and by the Parish Clerk who is responsible for maintenance of the Volunteer Register. Data collected will include contact details, date of commencement, emergency contact, duties agreed, support and supervision notes will be kept as a record of service.

Should you ever wish to have your details removed from the Parish Council or Councillor Working Group Leaders please inform the clerk.

Complaints

If you have any problems with machinery or those you work with please talk to the task leader, or go direct to a Parish Councillor, the Chairman of the Council or the Parish Council Clerk.

Adopted at a full council meeting on : 2nd May 2018, reviewed and re-adopted 6th May 2020
Reviewed and re-adopted 17th May 2023

To be reviewed: May 2027