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Acting Chair: Cllr Craig Lee

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Glapwell Community Sports Association (GCSA)

OPTION 1 – Appendix 2

Volunteer Support for Glapwell Parish Council

These forms apply to all volunteers supporting Glapwell Community Sports Association, a charity operated by Glapwell Parish Council. They are designed to protect volunteers, service users, and the Council, while ensuring safeguarding, transparency, and clear expectations.

FORM 1: Volunteer Agreement & Role Understanding

Volunteer Name: _____

Address: _____

Telephone / Email: _____

Emergency Contact: _____

1. Volunteer Status

I understand that:

- My role is **voluntary** and unpaid.
- This agreement does **not** create an employment or worker relationship.
- I may stop volunteering at any time, and GCSA may also end my role with reasonable notice.

2. Role & Expectations

I agree to:

- Act in a respectful, inclusive, and professional manner at all times.
- Follow reasonable instructions, policies, and procedures issued by GCSA and Glapwell Parish Council.

- Work within the scope of my role and seek guidance if unsure.
- Maintain appropriate boundaries, especially when working with children or vulnerable adults.

3. Support & Supervision

I understand that:

- I will be given appropriate guidance, induction, and support.
- I may raise concerns, ask questions, or request help without fear of criticism or retaliation.

Volunteer Signature: _____ **Date:** _____

Council / GCSA Representative: _____ **Date:** _____

FORM 2: Safeguarding & Vulnerable Persons Declaration

GCSA is committed to safeguarding children, young people, and vulnerable adults.

1. Safeguarding Commitment

I confirm that I will:

- Act in the best interests of all service users.
- Never abuse a position of trust.
- Immediately report safeguarding concerns, disclosures, or suspicions.

2. Disclosure

I declare that:

- I have no known convictions, cautions, or ongoing investigations that would make me unsuitable to volunteer with vulnerable people (**unless disclosed below**).

Disclosure (if applicable):

3. DBS (if required)

I understand that my role may require a DBS check and consent to this where applicable.

Volunteer Signature: _____ **Date:** _____

FORM 3: Code of Conduct & Behaviour

I agree to adhere to the following standards:

- Treat everyone with dignity, fairness, and respect.
- Avoid discrimination, harassment, bullying, or intimidation.
- Do not misuse authority, information, or resources.
- Do not attend activities under the influence of alcohol or drugs.
- Use social media responsibly and never post content that could harm GCSA, service users, or the Parish Council.

Breaches of this code may result in suspension or termination of my volunteer role.

Volunteer Signature: _____ **Date:** _____

FORM 4: Transparency, Funds & Resources Acknowledgement

GCSA is committed to openness and accountability in the handling of money and resources.

I confirm that I will:

- Handle funds, equipment, and property responsibly.
- Follow financial procedures and never use funds for personal benefit.
- Only claim out of pocket expenses with prior agreement from the Clerk.
- Declare any conflicts of interest immediately.
- Cooperate fully with audits, record-keeping, and transparency requirements.

Conflict of Interest (if any):

Volunteer Signature: _____ **Date:** _____

FORM 5: Confidentiality & Data Protection

I understand that:

- I may have access to confidential or personal information.
- Such information must only be used for legitimate GCSA purposes.
- I must comply with data protection laws and Council policies.

This obligation continues even after my volunteering ends.

Volunteer Signature: _____ **Date:** _____

FORM 6: Health, Safety & Wellbeing

I agree to:

- Take reasonable care of my own health and safety and that of others.
- Follow health and safety guidance and report hazards or incidents promptly.
- Inform GCSA if I feel unwell, unsafe, or unable to carry out my role.

I understand that GCSA is committed to supporting volunteer wellbeing and preventing harm.

Volunteer Signature: _____ **Date:** _____

FINAL VOLUNTEER DECLARATION

I confirm that:

- I have read, understood, and agree to all the above forms and declarations.
- I understand who to contact if I have concerns, including safeguarding or governance issues.
- I understand that these standards exist to protect volunteers, service users, and the Parish Council.

Volunteer Name: _____

Signature: _____

Date: _____

On behalf of Glapwell Community Sports Association / Glapwell Parish Council:

Name: _____

Role: _____

Signature: _____

Date: _____

These forms should be retained securely in accordance with data protection and Council record-keeping policies.

Approved 29th January 2026

Min No 306f.1/26