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| **Volunteer Policy**  **1. Introduction**  Glapwell Parish Council (“the Council”) has adopted this policy in order to comply with Section 3 of the Health and Safety at Work Act, 1974.  2. The purpose of this policy  The Council values volunteers and welcomes their contribution to community life in the village. This policy seeks to protect and support volunteers working for the Council and to set down the Council’s responsibilities to comply with its own employment and insurance obligations.  3. What we do  The Council works to create a lively and happy community and constantly strives to work on behalf of its parishioners on the issues that matter to the village. We want to look after our beautiful local environment and encourage bio-diversity. We respect and celebrate diversity and we aim to include everyone and listen to what they have to say. We want to improve the economic, social and mental wellbeing of everyone in the Parish and we want to provide the very best local facilities and services that we can all afford.  4. Valuing and supporting volunteers  Many of our activities involve working in partnership with community groups and volunteers. We will ensure that volunteers feel valued and supported and we will welcome their views. We will provide training, briefings and communications, as may be appropriate, to recognise the central role they play. We acknowledge that volunteers want satisfying and rewarding work that contributes to their own sense of wellbeing and personal development.  5. Working alongside the Council  The Council does not aim to introduce volunteers to replace paid staff. We expect that staff at all levels will work positively with any volunteers and where appropriate, will actively seek to involve them in their work.  6. Who are our volunteers?  Volunteers may come through community groups, direct from the community or be students from a local school or college (over the age of 16). Volunteers may give time regularly or on an occasional basis. Every volunteer has their own personal motivation and preference which we will respect.  7. How we work with our volunteers  The following guidelines deal with practical aspects of volunteering with the Council. More information can be found on the Council’s website and in copies of policies mentioned here.  8. Volunteer leaders  The Council generally works with volunteer leaders who are also volunteers. The volunteer leaders:   * + Provide training, equipment and health and safety briefings   + Maintain communication with volunteers and promote activities   + Carry out risks assessments to ensure everyone stays safe.   9. Volunteer Agreement and Task Descriptions  Each volunteer will have an agreement establishing what the Council undertakes to provide for them – mainly this is to ensure safety and insurance. Volunteers will be asked to agree to these simple guidelines. These documents do not form any sort of contract. The Council has no intention of creating a contract with local volunteers.  10. Training and Instruction  Volunteers must be adequately trained to be able to carry out the role. The exact nature of the training will depend on the role. Requirements may vary according to –   1. The job or activity 2. The existing competency of the volunteer 3. The circumstances of the work, eg the degree of supervision 4. The tools and/or equipment being used.   The training standard, however, must be sufficient to ensure the health and safety of volunteers and any people who might be affected by the work, as far as is reasonably practicable. Training will be provided by the volunteer leaders or persons nominated by them in liaison with the Council.  11. Volunteer Voice  Volunteers are encouraged to express their ideas and views about matters relating to their area of voluntary work through the volunteer leader. If a volunteer has concerns about actions of a volunteer leader or the safety or organisation of volunteer activities, they may report these direct to the Council Clerk. We aim to identify and solve problems at the earliest possible stage and to treat all volunteers fairly, objectively and consistently. The Clerk is responsible for handling problems regarding volunteers’ conduct or complaints which will be handled in accordance with the Council’s complaints and grievance policies. We will seek to ensure that the volunteer’s views are heard, noted and acted upon promptly aiming always for a positive and amicable solution.  12. Insurance  All volunteers are covered by the Council’s insurance policy whilst they are engaged in any work on the Council’s behalf. It should be assumed that insurance is not provided unless that Council has explicitly authorised the activities to be undertaken. The schedule attached to this policy shows the ongoing volunteer activities the Council has authorised; others will be approved on a case-by-case basis relevant to the activity undertaken.  13. Equal Opportunities  The Council operates an Equality and Diversity Policy in respect of both paid staff and volunteers. A copy will be provided upon request. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.  14. Safeguarding  In appropriate circumstances volunteers will be subject to DBS checks and safeguarding training will be undertaken. Primarily this applies where volunteers may be working with children or vulnerable adults.  15. Confidentiality  Volunteers will be bound by the same requirements for confidentiality as paid staff.  16. Data Protection  Personal information recorded about volunteers is stored and maintained in accordance with the Council’s Data Protection Policy, a copy of which is available on our website. All volunteers agree to allow their photographs, motion pictures, and voice media taken during the volunteer activity to be used in Council publications, public relations broadcasts and in digital media unless the Council is otherwise notified in advance.  **APPENDIX 1**  **Schedule of volunteer activities authorised by the Council**  The following activities have been authorised by the Council as described below. Where the use of power tools is required for volunteer activities, or where the volunteers are using their own tools and equipment, the Council will wish to see evidence of risk assessments and any necessary operation certificate to ensure the safe operation of such equipment and the safety of operators and volunteers. All tools provided by the volunteers should be inspected monthly and be in good working order. Risk assessments should be submitted by activity Volunteer Leaders for each of these projects. An example risk assessment can be found at Appendix 2.  • **Speedwatch Volunteers (Lead:)**  Undertaking speed monitoring using approved equipment, high-visibility jackets and in such locations that are approved by Derbyshire Police or Derbyshire County Council. Volunteers must comply with any instructions and guidance provided by those bodies.  • **Football Ground Volunteers (Lead:)**  Maintenance using manual tools only. If volunteers use their own tools, they must be of good quality, maintained to a safe standard and checked and approved for use by the Volunteer Lead on a regular basis. Volunteers must comply with Health and Safety.  • **Litter Volunteers (Lead:)**  Picking up litter from paths and open spaces.  **APPENDIX 2**  **Volunteer Activities – Example Risk Assessment Form**   |  |  |  |  | | --- | --- | --- | --- | | Activity undertaken: Conducted by: Date: **Risk** | **What could happen?** | **Who could be hurt?** | **Action needed** | | 1. Slips, trips, falls | An individual could slip, trip or fall during activities causing injury or death | Volunteers, councillors, council employees | Safe working briefings before activity commences. Sensible clothing, boots, shoes. Site assessment - avoidance of dangerous sites. Working in pairs.  First aid kit. Emergency numbers and procedure. | | 2. Strains and muscular injury | An individual could suffer strains and muscular injury while undertaking  tasks. | Volunteers, councillors, council employees | Safe working briefings before activity commences. Volunteer fitness declaration. First aid kit. Emergency numbers and procedure. | | 3. Cuts and bruises | An individual could suffer cuts and bruises while  undertaking tasks. | Volunteers, councillors, council employees | Safe working briefings before activity commences. First aid kit.  Emergency numbers and procedure. | | 4. Serious injury caused by unsafe operation of machinery | An individual could suffer serious injury. | Volunteers, councillors, council employees | Safe working briefings before activity Annual machinery inspection and maintenance. Machinery operated by approved individuals. Licenses, certification and training for operatives. Supervision during operation – exclusions zones, etc. First  aid kit. Emergency numbers and procedure. | | 5. Injury caused by the incorrect use of tools and/or equipment or due to tools and/or equipment not being of sound quality | An individual could suffer minor or serious injury or death | Volunteers, councillors, council employees | Regular inspection of tools and equipment. Licenses, certification and training for operatives where appropriate. Supervision during operation – exclusions zones, etc. First  aid kit. Emergency numbers and procedure |  |  |  |  |  | | --- | --- | --- | --- | | 6. Contact with hazardous materials | An individual might be affected by hazardous materials, chemicals or bio- hazards (viral and bacterial). | Volunteers, councillors, council employees | Safe working briefings before activity commences. Protective clothing – gloves, masks, litter pickers and bags. Site assessment - avoidance of dangerous sites. Volunteer briefing. Working in pairs. First aid kit.  Emergency numbers and procedure. | | 7. Loss of  property | An individual could lose property or  items may be stolen | Volunteers, councillors, council  Employees | Safe working briefings before activity. Safe storage of valuables. | | 8. Road  accidents | An individual may be involved in a collision with a vehicle | Volunteers, councillors, council employees | Safe working briefings before activity. No working alongside A and B Roads without necessary road signage and barriers approved by the Highway  Authority. | | 9. Damage to third party property | Accidental damage to property | Third party property owners | Safe working briefings before activity. Site assessments and third-party property identification. |      |  |  |  |  | | --- | --- | --- | --- | | 10. Violence and intimidation | Volunteers subjected to intimidation and  Violence | Volunteers, councillors, council  Employees | Safe working briefings before activity. Emergency numbers and procedure. | | 11. Victimisation or harassment | Volunteers subjected to racial, sexual or gender related  abuse. | Volunteers, councillors, council employees | Safe working briefings before activity. Activity supervision by leads.  Reporting procedure to Parish Clerk.  Equality statement. | | 12. Safeguarding | Vulnerable volunteers subject to physical or psychological abuse | Volunteers, councillors, council employees | Safe working briefings before activity. DBS process and checks for supervisors. Reporting procedure to Parish Clerk. Safeguarding statement. No under 16s to be involved other than when supervised by a sponsor  organisation. | | 13. Activity  specific risk | Enter text | Volunteers,  councillors, council employees | Enter text | | 14. Activity  specific risk | Enter text | Volunteers, councillors, council  Employees | Enter text | | 15. Activity  specific risk | Enter text | Volunteers, councillors, council  Employees | Enter text |   **APPENDIX 3**   **Volunteer Consent Form**   |  |  | | --- | --- | | **Volunteer Details** | | | Name |  | | Address: |  | | Tel |  | | Email |  |      |  |  | | --- | --- | | **In case of emergency please provide the following information.** | | | **Emergency Contact 1** |  | | Name |  | | Relationship to volunteer |  | | Tel (home) |  | | Tel (work) |  | | Mobile No |  | | Email |  | | Availability |  | | **Emergency Contact 2** |  | | Name |  | | Relationship to volunteer |  | | Tel (home) |  | | Tel (work) |  | | Mobile No |  | | Email |  | | Availability |  | | Your signature |  | | Date |  |   **Consent**  By signing this form, you consent to participate in any of the volunteer activities authorised in the Glapwell Parish Council Volunteer Policy. You further agree to abide by the terms of the policy and follow any instructions and safety briefings provided by the activity leaders. You further agree to seek any medical advice before undertaking any activities you feel will be physically demanding for you.  Please tick this box to confirm you have read and understood these requirements.  **Your information**  Glapwell Parish Council will store the information you have provided in order for you to carry out your role as a volunteer. All data will be stored securely and only shared with other organisations with your permission, or as necessary, such as organisations organising volunteer activities. You have the right to view the data we hold about you, or request that some or all your data is deleted at any time.  If you are happy for Glapwell Parish Council to keep a record of your information and contact details, please tick the box to give consent.    **Keeping you informed**  We would like to keep you informed of news, events, activities and other services we provide. If you are happy for us to do this, please let us know the best way to contact you by ticking the boxes below.   |  |  |  |  | | --- | --- | --- | --- | | Post | Tel | Email | Text |     Approved & Adopted 15th May 2025  Minute Number: 187/25 c) xvii |