


Congresbury Parish Council

Volunteers Policy

Date of adoption by Parish Council	14 th October 2024	Next review date	October 2025
Signature of Chair of Parish Council		Policy reference	POL-028

1. Introduction

1.1 This document sets out the principles for voluntary involvement in activities authorised by Congresbury Parish Council. The Council acknowledge that volunteers contribute in many ways, and that volunteering can benefit the council, local communities and the volunteers themselves.

1.2 This policy applies to volunteers working on behalf of Congresbury Parish Council, not those employed by the Congresbury Parish Council or members of Congresbury Parish Council.

1.3 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. As far as insurance is concerned, on condition that volunteers are working at the sole request of and under the sole control of Congresbury Parish Council, then they will be insured under the Parish Council's Public Liability and Employers' Liability cover.

1.4 If Congresbury Parish Council is required to make a decision regarding work to be undertaken by volunteers, then a detailed and fully costed proposal must be submitted to the Clerk no later than 14 days prior to the next Parish Council meeting.

1.5 Volunteers must inform Congresbury Parish Council of any work they intend to undertake prior to commencement of that work. They should inform the Clerk, preferably by email. In respect of work which is of an ongoing nature it is not necessary on each occasion and does not require formal approval of Congresbury Parish Council on each occasion.

1.6 Residents who undertake work on Congresbury Parish Council property without the permission of the Parish Council are not covered under this policy and Congresbury Parish Council cannot be held responsible for any consequences of such action. Anyone who undertakes unauthorised work on Congresbury Parish Council property could be liable for prosecution for criminal damage.

1.7 Expenses will only be paid to volunteers if prior approvals for the work and associated costs have been given by Congresbury Parish Council.

1.8 The council will set-up a volunteer database that records volunteers basic contact details.

2. Volunteer activity

2.1 Volunteers must be adequately trained to be able to carry out the role or activity they are undertaking. The exact nature of the training will depend on the role or activity and the findings from the required risk assessment.

2.2 A risk assessment will be undertaken by the event supervisor to identify any risks that might be faced and how they will be managed. The risk assessment will have regard to any safeguarding arrangements. The Parish Clerk is to receive a copy of the risk assessment ahead of work being undertaken.

The risk assessment should include as a minimum:

- ☐ The job or activity
- ☐ The existing competency of volunteers
- ☐ The circumstances of the work (e.g. the degree of supervision)
- ☐ The tools and/or equipment that are used.
- ☐ Training requirements

The training standard must be sufficient to ensure the Health and Safety of volunteers and any people who might be affected by the work.

2.3 Volunteers must be informed about the task and its purpose, health, safety and supervision arrangements. Responsibility for this rests with the event supervisor to whom authority has been provided by the Congresbury Parish Council.

2.4 All volunteers shall have regard to the Health & Safety at Work Act 1974 when undertaking work. Volunteers will not be authorised to conduct work that the Council considers hazardous or would contravene the principles of the Health and Safety at Work Act 1974, considering the competence of the volunteer(s) conducting the proposed work.

2.5 Appropriate clothing must be worn by all volunteers, no clothing should compromise the safe working environment.

2.6 All volunteers must have due regard to the fact that they are conducting authorised work on behalf of Congresbury Parish Council and as such are representing the Council, both in quality of work and interaction with the public.

2.7 A copy of this policy will be provided to all volunteers.

3. Data Protection, Consent and Policies

3.1 By returning the application form you agree to allow the Clerk of Congresbury Parish Council to process and store your personal data. This data will only be used to provide assistance for members of our community. The data will be stored on our systems in line with our policies and data protection regulations. You can withdraw your consent at any time.

3.2 Certain information could be shared with other volunteers, such as your name and phone number to make arrangements, and third-party organisations if required for example by law.

3.3 Certain information such as your name could be shared with individuals requiring assistance.