



## LISS PARISH COUNCIL VOLUNTEER POLICY

### **Purpose**

The purpose of this policy is to provide a framework for the management of volunteers and to set out the principles for voluntary involvement in activities that are authorised by Liss Parish Council.

This policy seeks to protect and support volunteers working for the Council and to meet the Council's responsibilities to comply with its own employment and insurance obligations.

### **Benefits**

Liss Parish Council does not aim to introduce volunteers to replace paid staff. The Council recognises that volunteers can contribute in many ways, and that volunteering can benefit the Council, the local community, and the volunteers themselves. It is the Council's aim to ensure that a volunteer's experience is positive and is as beneficial as possible to all.

### **Scope**

This policy applies to volunteers working on behalf of the Parish Council who may give their time on a regular or an occasional basis. It does not apply to those employed by the Council or to Members of the Council.

### **Volunteer responsibilities:**

- **Approved activity:** All voluntary activity must be pre-agreed with Liss Parish Council, either on an ongoing or one-off basis, as deemed appropriate.
- **Health & Safety:** All volunteers shall have regard to the Health & Safety at Work Act 1974 and the LPC Health and Safety Policy when undertaking work. Volunteers must work in accordance with the risk assessments undertaken for the task – volunteers will not be authorised to carry out work that LPC considers to be hazardous or contravenes the Health & Safety at Work Act, taking into account the competence of the volunteer carrying out the proposed task.
- **Training:** Where necessary, volunteers will be required to undergo induction and training appropriate for the task being undertaken and consistent with the requirements of the risk assessment.
- **Safeguarding:** Volunteers should familiarise themselves with the LPC Safeguarding policy. LPC may ask volunteers to undertake any relevant personal check appropriate for the task being undertaken i.e. a Disclosure and Barring Service (DBS) check.
- **Good conduct:** Volunteers should work in a positive manner which does not bring the Council into disrepute. All volunteers must have due regard to the fact that they are carrying out authorised work on behalf of Liss Parish Council, and as such are representing the Council, both in quality of work and possible interaction with the public. Volunteers should comply with the LPC Equalities and Diversity Policy and treat others with respect. Volunteers must not be under the influence of alcohol or drugs whilst on duty.

- **Insurance:** All volunteers must adhere to these responsibilities to benefit from cover by the Council's Public Liability and Employers' Liability insurance. In addition, volunteers who are required to drive as part of their volunteer work are required to inform their Motor Insurance Company in writing that they will be driving in a volunteering role.
- **Agreement:** Volunteer will be required to sign to a consent form (Annex A) to acknowledge they conform to the undertakings under this policy.

#### **Liss Parish Council responsibilities:**

- **Guidance:** Volunteers will be informed about the task and purpose and the supervision and support arrangements. Volunteers will also be provided with copies of the policies mentioned in this document.
- **Risk Assessment:** LPC will approve a risk assessment for the task to identify any risks that might be faced and to plan how they will be managed or mitigated in line with the LPC Health & Safety Policy.
- **Training:** LPC will provide any necessary training appropriate for the task being undertaken.
- **Equality & Discrimination:** The Parish Council aims to ensure that all volunteers are treated equally, fairly, and consistently.
- **Equipment:** LPC will provide appropriate equipment and Personal Protective Equipment (PPE) where necessary and manual tools, where agreed. If volunteers use their own tools, then the Parish Council cannot be held liable for any injury caused by faulty equipment or tools. LPC will provide access to first aid kits.
- **Expenses:** Volunteers are not expected to incur personal expenses in carrying out their role for the Council. LPC will, however, arrange for reimbursement of any pre-agreed expenses.
- **Insurance:** Volunteers who undertake approved voluntary activity in line with this policy will be covered by the Council's Public Liability and Employers' Liability insurance.

#### **Young People**

Any voluntary activity by somebody under the age of 18 must be closely supervised by an appropriate adult volunteer who will take full responsibility for that young person's safety and wellbeing.

#### **Issues of concern**

The Parish Council will ensure all volunteers are able to express concerns around volunteering tasks, other volunteers, or Parish Council staff. All concerns should be reported directly to the Clerk who is responsible for handling problems regarding volunteers' conduct or complaints and will aim to resolve issues at the earliest possible stage, in a sensitive and confidential manner, in accordance with the Council's complaints and grievance policies.

#### **Data Protection**

The Council may decide to keep a volunteer database that records volunteers and some basic contact details. The Parish Council and volunteer will treat all information in a confidential manner and use it solely for lawful purposes in accordance with acts of legislation and national guidance, specifically the Data Protection Act 2018 and LPC's Data Protection and GDPR Policy.

***Approved by Liss Parish Council on 16<sup>th</sup> September 2024. To be reviewed in 2027.***

## Annex A - Volunteer Consent Form

### *Your information*

Name: .....

Address: .....

Postcode: ..... DOB: .....

Tel: ..... Mobile: .....

Email: .....

Liss Parish Council will store the information you have provided 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, when necessary, e.g. with organisations working in conjunction with the Council to carry out volunteering 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. Copies of our privacy notice and privacy statement are available on our website if you require further clarification.

### **Consent**

By signing this form, you consent to participate in a volunteering activity authorised by Liss Parish Council and acknowledge that you have read, accept, and will adhere to the LPC Volunteer Policy. You agree to follow any instructions and safety briefings provided to be able to carry out the role. You further agree to seek any medical advice before undertaking any activities you feel will be physically demanding for you. In return, LPC will provide the necessary guidance, protective clothing, access to first aid kits, manual tools, and insurance.

Volunteer's signature .....

Date.....

- Initial here to indicate you have been provided with access to the LPC policies on Health & Safety, Safeguarding and Equalities and Diversity as well as the Risk Assessment for the task.