



# Upwood and the Raveleys Parish Council

## Volunteer Policy

Upwood and the Raveleys Parish Council welcomes all volunteers. Members and officers hope that by working with us, every individual can find personal enrichment whilst supporting the council's aims and objectives.

Upwood and the Raveleys Parish Council is committed to:

- Not introducing volunteers to replace paid staff.
- Volunteers having a defined place in the organisation.
- Volunteers being integrated and treated equally as part of the team.
- Recognising the individual skills each person brings to the organisation.
- Ensuring volunteers feel supported and valued in their role through a comprehensive induction, and having a named member or officer of the council as a point of contact.

### Recruitment

Potential volunteers will register their interest with the parish clerk who will maintain a list of volunteers. All volunteers will receive a copy of this policy.

### Supervision and Support

Each volunteer will be inducted, supervised and supported by a named member or officer of the council. All work will be carried out in accordance with that resolved and recorded in the minutes of a parish council meeting.

### Volunteer Responsibilities

Volunteers are required to adhere to the parish council's Equal Opportunities Policy, Health and Safety Policy, Data Protection Policy and Risk Management Policy which apply equally to employees, members and volunteers. All should all take care of their safety whilst at work, not act in an unsafe manner or put themselves or others, including the public, in danger. It is the responsibility of volunteers to inform their motor insurance company if they are using their own vehicle in the act of volunteering.

### Expenses

Expenses will not normally be paid by the parish council. However, volunteers will be reimbursed for materials on production of receipts where this has been resolved and recorded in the minutes at a parish council meeting.

### Insurance

Volunteers are covered by Upwood and the Raveleys insurance policy whilst working on tasks which have been resolved and recorded in the minutes of a parish council meeting and whilst under the guidance of a member or officer of the council. The parish council will not be liable for the loss or damage of personal possessions.

### If there is a problem

Upwood and the Raveleys Parish Council will try to resolve problems at the earliest possible stage. Initially a volunteer should raise issues with their supervising member or officer of the council, if a resolution cannot be agreed the matter should be raised with the parish clerk or the chairman.

Upwood and the Raveleys Parish Council or the volunteer may terminate a volunteer's work without notice. The parish council will provide an explanation to any volunteer about a decision not to continue using their services.

Adopted by Upwood and the Raveleys Parish Council at its meeting on 03 October 2016

This policy is subject for review at each Annual Parish Council Meeting (held in May) or as required by changes to legislation.