

TRIMLEY ST MARY VOLUNTEER POLICY

This policy will enable Trimley St Mary Parish Council to demonstrate its commitment to keeping safe volunteers and those undertaking voluntary involvement in activities overseen or provided by Trimley St Mary Parish Council.

Policy Statement

Trimley St Mary Parish Council acknowledges and values the support that volunteers provide to the local community. This policy applies to volunteers working on behalf of, but not employed by, the Parish Council. It will be reviewed annually to ensure that it is relevant to the needs of Trimley St Mary Parish Council and its volunteers.

Definitions

- Volunteers are unpaid and of their own free will contribute their time, energy and skills to benefit the community.
- Parish Council volunteer opportunities are advertised through the Parish Council notice boards and the Parish Council website/social media accounts.

Related Policies

This policy will need to be read in conjunction with the following Parish Council policies: Equality and Diversity, Data Protection, Complaints Policy and any others deemed appropriate. Responsibilities of the Parish Council

- All volunteering opportunities that arise from the community must be authorised by the Parish Council. Volunteers must inform the Parish Council of the work they intend to undertake before commencing such work by contacting the Clerk.
- Volunteers can expect to be treated equally, regardless of their gender, race, age, faith, disability or sexual orientation.
- Volunteers must be adequately trained to be able to carry out the role. It must be sufficient to ensure their health and safety and, as far as reasonably practicable, that of any people who might be affected by the work. The Parish Council will work with the individual authorised to undertake the work to assess training needs and provide appropriate training as required.
- Volunteers must undergo an induction appropriate for the task being undertaken. This should include health and safety, what to do if there is a problem and an introduction to other relevant individuals. The Parish Council will work with the individual authorised to undertake the work to ensure appropriate induction takes place.
- Copies of the Councils Health and Safety Policy will be handed to all Volunteers prior to the commencement of their volunteering work.