



BICKENHILL & MARSTON GREEN PARISH COUNCIL

VOLUNTEER POLICY

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1. Introduction

Bickenhill & Marston Green 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 parish. 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 where people live long and healthy lives. We want to look after our beautiful local environment, encourage bio-diversity and reduce carbon emissions. 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 our 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 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 intend 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 18). 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 our 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:

- Act as the point of contact with the Council;
- Organise the volunteer activities and plan the sessions;
- Recruit the volunteers;
- Provide training, equipment and health and safety briefings;
- Maintain communication with volunteers and promote activities; and
- 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;

this is mainly to ensure safety and insurance cover. 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. Expenses

The Council believes that volunteers should not suffer financially by volunteering. Volunteer leaders will agree expenses that may be paid in respect of specific activities.

11. Training and Instruction

All volunteers will receive training and instruction relevant to the roles they perform. This will be provided by the volunteer leaders or persons nominated by them in liaison with the Council. Volunteer leaders will be provided with enhanced training opportunities funded by the Council in areas relevant to their sphere of activity.

12. 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 the actions of a volunteer leader or the safety or organisation of volunteer activities, they may report these direct to the 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.

13. Insurance

All volunteers are covered by the Council's insurance policy whilst they are engaged in any work on our behalf. It should be assumed that insurance is not provided unless the 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.

14. Health and Safety

Volunteers are covered by the Council's Health and Safety Policy, a copy of which will be provided to each volunteer upon request.

15. Equal Opportunities

The Council operates an Equality & 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 Equality & Diversity policy.

16. Safeguarding

Where necessary, volunteers may be asked to undertake a DBS check. Primarily this applies where volunteers may be working with children or vulnerable adults.

17. Confidentiality

Volunteers will be bound by the same requirements for confidentiality as paid staff.

18. Data Protection

Personal information recorded about volunteers is stored and maintained in accordance with our 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, broadcasts and in digital media unless the Council is otherwise notified in advance.

Appendix 1

Authorised Activities

Schedule of volunteer activities authorised by the Bickenhill & Marston Green Parish Council

The following activities have been authorised by the Council as described below. Where the use of power tools is required for volunteer activities, 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. Risk assessments should be submitted by activity leads for each of these projects. An example risk assessment can be found at Appendix 2.

- **Remembrance Sunday volunteers (Lead: Parade Controller)**

Operation of the barriers used for road closures to allow the safe passage of people taking part or attending to watch the Remembrance Sunday parade and service at the Garden of Memory.

Volunteers must attend a safety briefing before the event and must follow the instructions issued to them by the Parade Controller. All safety equipment issued (including high viz jackets) must be worn at all times whilst carrying out volunteering activities.

- **Community Day Event (Lead: Chair of Events Committee along with Clerk/Deputy Clerk)**

Various roles undertaken in support of the Community Day Event. Volunteers must attend a safety briefing before the start of the event and use any PPE provided. Radios will be provided and a company providing first aid will be in attendance.

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	Volunteers / Councillors / Staff	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 / Staff	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 / Staff	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 / Staff	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. Contact with hazardous materials	An individual might be affected by hazardous materials, chemicals or bio- hazards (viral and bacterial).	Volunteers / Councillors / Staff	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.
6. Loss of property	An individual could lose property or items may be stolen	Volunteers / Councillors / Staff	Safe working briefings before activity. Safe storage of valuables.
7. Road accidents	An individual may be involved in a collision with a vehicle	Volunteers / Councillors / Staff	Safe working briefings before activity. No working alongside A and B Roads without necessary road signage and barriers approved by the Highway Authority.
8. 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.
9. Violence and intimidation	Volunteers subjected to intimidation and violence	Volunteers / Councillors / Staff	Safe working briefings before activity. Emergency numbers and procedure.
10. Victimisation or harassment	Volunteers subjected to racial, sexual or gender related abuse.	Volunteers / Councillors / Staff	Safe working briefings before activity. Activity supervision by leads. Reporting procedure to Parish Clerk. Equality & Diversity Policy.
11. Safeguarding	Vulnerable volunteers subject to physical or psychological abuse	Volunteers / Councillors / Staff	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.

Please submit completed form to the Parish Clerk – clerk@bmGPC.org

APPENDIX 3

Volunteer Consent Form

Your name:	
Address:	
Postcode:	
Tel/Mobile No:	
Email:	
Date of Birth:	

Consent

By signing this form, you consent to participate in any of the volunteer activities authorised in the Bickenhill & Marston Green 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. In return, we will provide any necessary protective clothing, first aid kits, guidance, manual tools and insurance.

Please tick this box to confirm you have read and understood these requirements.

☐

Your information

Bickenhill & Marston Green 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. 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. A copy of our Privacy Policy is available on our website if you require further clarification.

If you are happy for the 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

☐

Telephone

☐

Email

☐

Text

If you wish to change the way the Council keeps in touch with you, or you no longer wish to receive any communication, please contact the Clerk on 0121 779 4040 or by email to clerk@bmgpc.org.

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Volunteer's signature

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Signed on behalf of the Council