LOGGERHEADS PARISH COUNCIL
VOLUNTEER POLICY

Approved by Council: 15th May 2023
Date of Review: May 2026

Introduction

Loggerheads Parish Council recognises the valuable contribution that volunteers make to Loggerheads and its community. They can bring a richness of skills and experience and can often provide a vital bridge to the community.

The Parish Council recognises that a volunteer is someone who chooses to commit their time, energy and is motivated because it is their choice to volunteer and give their time freely.

Status of Volunteers

A volunteer is not an employee and will not have a contract of employment. The role will be discussed by a Parish Council Officer with the volunteer and there will be an expectation that the volunteer will meet the roles requirements as well as the time commitment, frequency and availability required.

Volunteers are encouraged to inform Loggerheads Parish Council as soon as possible if they are unavailable or wish to withdraw from their voluntary role.

Principles

Loggerheads Parish Council:

- Recognises that voluntary work brings benefits to volunteers themselves and others;
- Will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute positively to the organisation
- Will not introduce volunteers to replace paid staff
- Expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work where appropriate
- Recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively
- Will endeavour to identify and cover the costs of involving volunteers
- Recognises that the management of volunteers requires designated responsibilities within specific posts
- Will endeavour to involve volunteers from a wide range of backgrounds and abilities and ensure our volunteering opportunities are as accessible as possible

Recruitment

We will endeavour to recruit volunteers through a range of methods including word of mouth, advertising, talking to other agencies and making contact with local volunteering organisations.

We will also endeavour to help any volunteer overcome barriers that they may make it difficult for them to volunteer at Loggerheads Parish Council.

The Loggerheads Parish Council Equal Opportunities Policy will be adhered to at all times in relation to the recruitment and support of volunteers.

All volunteers will be asked to sign a Volunteer Agreement, which requires them to abide by the policies and procedures of Loggerheads Parish Council it sets out what the volunteers and what the project can except from each other.

DBS (Disclosure and Barring Service) checks and references may be required for some volunteer roles, especially where regular contact with children and vulnerable people is necessary. This requirement would be discussed with relevant volunteers. A volunteer will be informed if we intend to apply for DBS checks. DBS checks are not a reflection on the individual, but a legal requirement in certain circumstances

Health and Safety

Loggerheads Parish Council has responsibility for the health and safety of volunteers. Volunteers should at all times follow the Health and Safety policies and procedures. Volunteers have a duty to take care of themselves and others who might be affected by their actions. Volunteers should not act outside their authorised area of work. Volunteers should report all accidents to the appropriate person and should be recorded in the accident book.

We will provide volunteers with appropriate guidance on any health and safety issues that arise.

Health and Safety

Loggerheads Parish Council takes their role in the safeguarding of volunteers, staff and other members of the public seriously and as such have a Safeguarding Policy to be followed at all times.

Insurance

Loggerheads Parish Council will ensure that volunteers are covered for insurance purposes in respect of personal injury. The Parish Council will ensure that volunteers are provided with professional and public liability. The insurance will not cover unauthorised actions or actions outside the volunteering agreement.

Induction and Training

All volunteers will receive an induction to familiarise them with the work of Loggerheads Parish Council in general and their own particular area of work. Training will be offered where it helps to fulfil the role.

Support and Supervision

All volunteers will have a named person as their main contact at Loggerheads Parish Council. They will be given regular feedback and provided with an opportunity to discuss how things are going and air any problems.

Networking meetings between volunteers will be developed to encourage peer support and share experiences.

Expenses

Volunteers will be reimbursed for out of pocket expenses incurred on behalf of Loggerheads Parish Council as long as this has been approved in advance. Receipts will be required.

Grievance

The relationship between Loggerheads Parish Council and its volunteers is entirely voluntary and it does not imply any contract. However, it is important that Loggerheads Parish Council is able to maintain its agreed standards of service to those who visit the premises and it is also important that volunteers should enjoy making their contribution to this service. If, in their role volunteering for us, a volunteer does not meet with our standards, their case will be dealt with in the same manner as a paid member of staff.

If a volunteer has any concerns regarding our treatment of them and this has been fully discussed with their named contact, but they are still not satisfied, any complaint may be taken to the Parish Clerk.