



## Heworth Without Parish Council Volunteer / Work Experience Policy

Heworth Without Parish Council recognises that volunteering and work experience provides many benefits to the volunteer, including the opportunity to use current skills and to develop new ones, acquire new interests, meet people, and help to bring about positive change in the local community. The Parish Council will ensure that volunteering and work experience are recognised and thanked for their support and achievements

This policy applies to volunteering and work experience working on behalf of the parish council, not those employed by the council or members of the council. Volunteering and work experience shall be required to note that only volunteer work that has been authorised by the council will be covered by the council's insurance. The council may decide to set-up a volunteer database that records volunteering and work experience and some basic contact details.

### **Volunteer and work experience activity**

1. Volunteering and work experience must inform the event supervisor (The Parish Clerk or a person appointed to the role by the Clerk) of work they intend to carry out before commencing such work. This can be in writing via e-mail to the Parish Clerk or by signing in ahead of a session. The record will be retained.
2. Volunteering and work experience must be adequately trained to be able to carry out the role or activity they are undertaking. The exact nature of the training will depend on the role or activity and the findings from the required risk assessment.
3. A risk assessment will be undertaken by the event supervisor in order to identify any risks that might be faced and how they will be managed. The risk assessment will have regard to any safeguarding arrangements. The Parish Clerk is to receive a copy of the risk assessment ahead of work being undertaken. Visual inspections of the work area must be carried out and recorded prior to work commencing.

The risk assessment should include as a minimum

- The job or activity
- The existing competency of volunteering and work experience
- The circumstances of the work (eg the degree of supervision)
- The tools and/or equipment being used
- Training requirements

The training standard must be sufficient to ensure the Health and Safety of volunteering and work experience and any people who might be affected by the work.

4. Volunteering and work experience must be informed about the task and its purpose, health, safety and supervision arrangements. Responsibility for this rests with the event supervisor to whom authority has been provided by the parish council.

5. All volunteering and work experience shall have regard to the Health & Safety at Work Act 1974 when undertaking work. Volunteering and work experience will not be authorised to carry out work that the Council considers hazardous, or would contravene the principles of the Health and Safety at Work Act 1974, taking into account the competence of the volunteer(s) carrying out the proposed work.
6. All volunteering and work experience must have due regard to the fact that they are carrying out authorised work on behalf of Heworth Without Parish Council and as such are representing the Council, both in quality of work and possible interaction with the public.

**Adopted April 2022**  
**Reviewed April 2025**  
**To be Reviewed April 2028**

### **VOLUNTEER / WORK EXPERIENCE AGREEMENT FORM**

I \_\_\_\_\_ [Print name], wish to volunteer and complete my work experience for Heworth Without Parish Council. I acknowledge that I have read, accept and adhere to the Volunteer and Work Experience Policy.

**Signed** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Dated:** \_\_\_\_\_

(Parent / Guardian - if applicant is under 18 years old)

## HEWORTH WITHOUT PARISH COUNCIL VOLUNTEER AND WORK EXPERIENCE APPLICATION FORM

This form is to be used by anyone wishing to apply for a volunteer and work experience role within the parish of Heworth Without.

Full Name:	
Address: (including post code)	
Telephone:	
Mobile Number:	
E mail:	
State Volunteer Job role	1 x day (Friday 20 <sup>th</sup> May 2022) shadowing the Clerk / Responsible Financial Officer at Heworth Without Parish Council.
Information in support of your application (experience, skills, qualifications, etc.)	
<b>Rehabilitation of Offenders Act 1974</b>	
Do you have any unspent convictions?	YES / NO
Please note that a conviction will not necessarily exclude you from volunteering with us but will be taken into account when assessing your suitability for this role.	If yes, please specify:
<b>Parental / Guardian Permission</b>	
Please provide the name and address.	Name:
Signature of Parent / Guardian	Address:
<hr/>	Telephone number:
<b>Health</b>	
Do you have any health problems or disability which may need support or that might affect your voluntary work within the Parish?	YES / NO
	If yes, please specify:

All volunteering and work experience must agree to accept necessary and ongoing training and to attend an induction briefing prior to taking up the volunteer role (usually at the beginning of the day). The Parish Council is committed to the safety and welfare of people within our community. Therefore, if you are applying to work in a regulated activity with children and/or vulnerable adults, and your application is accepted, it will be necessary for you to complete a DBS (Disclosure and Barring Service) Application.

#### **Declaration**

I understand that any offer of volunteering and work experience with the Parish Council is subject to the satisfactory receipt of documentation including references and any other required checks deemed necessary and is binding in honour only. In accordance with the Data Protection Act 2018 and GDPR, I agree that the Parish Council may hold and use personal information about me for volunteering reasons and to keep in touch with me. This information, including that contained in this form can be stored on both manual or computer files. I accept that it will be held securely and only accessed by authorised personnel and that it will only be shared with a trusted third party where there is a justification for doing so, and that if shared, the third party will be required to respect the security of my personal information and to treat it in accordance with the law.

Signature	
Date	