



Heworth Without Parish Council Volunteer Policy

Heworth Without Parish Council recognises that volunteering 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 volunteers are recognised and thanked for their support and achievements

This policy applies to volunteers working on behalf of the parish council, not those employed by the council or members of the council. Volunteers 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 volunteers and some basic contact details.

Volunteer activity

1. Volunteers 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. Volunteers 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 volunteers
- 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 volunteers and any people who might be affected by the work.

4. Volunteers 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 volunteers shall have regard to the Health & Safety at Work Act 1974 when undertaking work. Volunteers 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 volunteers 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.
- 7. A copy of this policy will be provided to all volunteers and on the council website.

Adopted April 2022
To be Reviewed April 2024

VOLUNTEER AGREEMENT FORM

I _____ [Print name], volunteering for Heworth Without Parish Council, acknowledge that I have read, accept and adhere to the Volunteer Policy.

Signed _____ Dated: _____

HEWORTH WITHOUT PARISH COUNCIL VOLUNTEER APPLICATION FORM

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

Full Name:	
Address: (including post code)	
Telephone:	
Mobile Number:	
E mail:	
State Volunteer Job role	
Information in support of your application (experience, skills, qualifications, etc.)	
Rehabilitation of Offenders Act 1974	
Do you have any unspent convictions? 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.	YES / NO If yes, please specify:
References	
Please provide the name and address of one referee. Please ensure that your referee is not a family member.	Name: Address: Telephone number:

Health	
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:
<p>All volunteers must agree to accept necessary and ongoing training and to attend an induction briefing prior to taking up the volunteer role such as litter picking or at the beginning of an event. 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.</p>	
Declaration	
<p>I understand that any offer of volunteering 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.</p>	
Signature	
Date	