



## Volunteer Policy

**This policy applies to volunteers (not including Councillors) working with/on behalf of, but not employed by The Ivers Parish Council**

1. Volunteers must be adequately trained to be able to carry out the role. The exact nature of the training will depend on the role. It is not possible to detail what constitutes 'adequacy' as requirements will vary according to:
  - a. The job or activity
  - b. The existing competency of volunteers
  - c. The circumstances of the work (e.g. the degree of supervision)
  - d. The tools and/or equipment being used

The training standard, however, must be sufficient to ensure the Health and Safety of volunteers and any people who might be affected by the work, as far as reasonably practicable. Responsibility for providing training rests with the Parish Council. A copy of any evidence of training provided by any third party should be given to the Clerk before any activities take place.

2. Volunteers, if working for only a few hours to help out at an event or similar, must still be informed about the task and its purpose, fire safety, health and safety and supervision arrangements.
3. Volunteers can expect to be treated equally regardless of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability (together known as "Protected Characteristics").
4. Appropriate training and guidelines will be given to volunteers who are working with children and vulnerable adults.
5. A DBS may be required for any volunteers working closely with children and vulnerable adults.
6. Volunteers must undergo an induction appropriate for the task being undertaken. This must include fire safety, health and safety, what to do if there is a problem and an introduction to other relevant individuals.
7. So far as insurance is concerned, on condition that volunteers are working at the sole request of and under the sole control of the Parish Council, they will be insured under the Parish Council's Public Liability and Employers Liability cover. Children under the age of 16 are not covered by The Ivers Parish Council insurance.
8. Volunteers must only carry out less hazardous work and will not be supplied with powered tools. If volunteers use their own tools (powered or not), then the Parish Council cannot be held liable for any injury caused. Cleaning materials must not be

stronger than those available on shop shelves. High visibility vests or other appropriate clothing must be worn where appropriate.

9. All work undertaken by volunteers shall have regard to the Health and Safety at Work legislation. Anyone working alone will need to abide by The Ivers Parish Council Lone Worker Policy.
10. No travel expenses will be paid to volunteers.
11. Any personal information will be kept in a confidential file and adhere to current GDPR guidelines.
12. Any complaints should be in writing to the designated contact who will investigate and respond accordingly.

July 2019