



Volunteer Policy and Procedures

Introduction

1. This document sets out the policy and procedures relating to the engagement and management of volunteers in activities authorised by Plaistow and Ifold Parish Council ('the Council'). The Council recognises that volunteering can benefit the Council, the community, and the volunteers themselves.

Policy

2. The Council maintains lists of volunteers (name and address, telephone number and/or email) for each volunteer activity. Volunteers are asked to notify the Council of any changes to their details. If volunteers no longer wish to volunteer, they should contact the Clerk to have their details removed from the list. The details included in the lists are presented at Annex A. The lists are kept confidential and stored securely on the Council's laptop. Volunteers' information and personal details will not be shared with any third-party, or used for any other purpose than for the activity the volunteer has signed up to do.
3. Volunteers must be competent to carry out the volunteer activity/role. The nature or skills required will depend on the activity.
4. If required, appropriate training will be provided in advance of the volunteer undertaking the activity/role and/or working on site. The minimum level of training should be sufficient to ensure maintenance of the health and the safety of volunteers and any people who might be affected by the work, as far as reasonably practicable.
5. Volunteers should be informed about the task and its purpose, health, safety, and supervision arrangements before commencement of the activity/role.
6. All works undertaken by volunteers take account of the Health & Safety at Work Act 1974.
7. Volunteers working at the sole request of and under the sole control of the Council will be insured under the Council's Public Liability and Employers Liability cover.
8. Volunteers should only carry out tasks allocated to them.
9. Prior to commencing an activity/role, a visual inspection of the site must be carried out to ensure that there are no obvious hazards. These inspections are to be recorded.
10. There should be a method of communication for emergency purposes.
11. Volunteers must have due regard to the fact that they are carrying out authorised work on behalf of the Council and as such are representing the Council, in terms of both the quality of work and possible interaction with the public.
12. If a volunteer raises a complaint that cannot be resolved at the time, then a complaint should be instigated in accordance with the Council's Complaints Procedure.
13. A copy of this policy must be given to volunteers the first time they undertake work on behalf of the Council.

Adopted: April 2022

Review: May 2023

Reviewed February 2025

The policy will be re-issued to volunteers if any material changes to the policy are made.

Procedures

14. A risk assessment should be undertaken before commencement of the task(s)/activity/role. The Parish Clerk is to receive a copy of the risk assessment.
15. Volunteers must undergo an induction briefing appropriate for the task(s)/activity/role being undertaken. This should include a description of the task(s)/activity/role to be undertaken and known issues and risks associated with the site. An example induction briefing is appended at Annex B.
16. Volunteers will be expected to sign to confirm that they have received the Risk Assessment, showing that they have received an induction briefing, that they understand the nature of the task(s)/activity/role, they recognise the risks associated with the task(s)/activity/role and agree to comply with instructions provided during the induction brief. This document is not intended to form a contract. Volunteers will also be expected to confirm that they do not have any medical issues that would put either them or other volunteers at risk.
17. On completion of the task(s)/activity/role, the supervisor is to forward the completed induction brief to the Parish Clerk with a completed summary of the work undertaken. Retention of induction briefings will allow the Council to record work and ultimately acknowledge the contributions to the community made by volunteers.
18. Emergency number 01403 839300 Parish Council Clerk's Office.

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ANNEX APLAISTOW AND IFOLD PARISH COUNCIL VOLUNTEER POLICY & PROCEDURESDATED APRIL 2022**Plaistow and Ifold Parish Council – Volunteer List**

The Plaistow and Ifold Parish Council Volunteer List is maintained by the Parish Clerk. All information will be kept safe and confidential.

It is essential that a volunteer advises the supervisor of an activity, or the Parish Clerk of any illness or ailment that could put either themselves or other volunteers at risk of either injury or harm, while working on a task.

Where a volunteer can no longer support the community, they are to contact the Parish Clerk requesting their details are removed from the list at the earliest opportunity.

Your Contact Details	
Name:	
Address:	
Home phone:	
Mobile:	
Email:	
Fitness:	I understand the nature of the task(s)/activity/role for which I have volunteered for, and the risks (if any) have been explained to me. I confirm that I do not have any underlying health conditions which could be exacerbated by the nature of the work, and I have informed the Parish Council of any health condition which may impact my ability to volunteer. I agree that I am fit and able to work as a volunteer on this project.
	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Risk assessment:	I confirm that I have received and read the Risk Assessment and understand the nature of the task(s)/activity/role. I agree to comply with instructions provided during the induction brief.
	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Newsletter:	I would like to receive the Parish Council's E-Newsletter, via email, twice per year (March/September).

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Yes:	No:
Signature:	Date:

ANNEX BPLAISTOW AND IFOLD PARISH COUNCIL VOLUNTEER POLICY & PROCEDURESDATED APRIL 2022**Plaistow and Ifold Parish Council – Induction briefing**

Volunteers must undergo an induction briefing appropriate for the task(s)/activity/role being undertaken. This should include a description of the task(s)/activity/role to be undertaken and known issues and risks associated with the site.

Induction briefing	
	Tick when completed
Provide a description of the task(s)/activity/role to be undertaken. <i>[insert information here]</i>	
Highlight any risks associated with the site and/or task(s)/activity/role (consider how the weather may have impacted the site e.g., slippery underfoot) and confirm that all volunteers have received the risk assessment.	

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<p>Confirm that a visual inspection of the site has been carried out to ensure that there are no obvious hazards. Any matters arising from the visual inspection to be communicated to volunteers. The outcome of the inspection to be recorded.</p> <p><i>[insert information here]</i></p>	
Confirm that volunteers have received the Volunteer Policy & Procedures.	
Remind volunteers about their responsibility to confirm that they do not have any medical issues that would put either themselves, or other volunteers at risk.	
Set out clearly any instructions volunteers are required to comply with.	
If any children are involved in the project, ensure that they are of an appropriate age – refer to activity specific risk assessment – and remind the supervising adult (parent/carer) that the child(ren) remain the sole responsibility of the supervising adult.	
Confirm the method / details of the emergency communication during the project.	
Confirm details and location of first aid kit / required PPE for the task(s)/activity/role.	
Provide information and instruction on the use of any equipment to be used.	

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