

Cople Parish Council

Volunteer Policy, Procedure and Registration Form

1. Introduction

This document sets out the policy and procedures relating to the engagement and management of volunteers in activities authorised by the Parish Council. The Parish Council recognises that volunteers can benefit the council, the community, and the volunteers themselves.

2. Policy

2.1. The parish council maintains a list of volunteers (name, address, phone number and/or email and emergency contact details). Volunteers are asked to notify the parish council of any changes to those details. If volunteers no longer wish to volunteer, they should contact the Clerk to have their details removed from the Volunteer List. The data held in the Volunteer List is that supplied on the Volunteer Registration Form.

2.2. Volunteers must be competent to carry out a role. The nature and skills will depend on the activity.

2.3. If required, appropriate training will be provided in advance of the volunteer working on site. The minimum level of training should be sufficient to ensure maintenance of the health and safety of volunteers and any people who might be affected by the work, as far as reasonably practicable.

2.4. Volunteers should be informed about the task and its purpose, health, safety, and supervision arrangements before commencement of work.

2.5. Volunteers working at the sole request of and under the sole control of the Parish Council will be insured under the Parish Council's Public Liability and Employer Liability cover.

2.6. Volunteers should only carry out tasks allocated to them.

2.7. Prior to work commencing, a visual inspection of the site must be carried out to ensure that there are no obvious hazards. These inspections are to be recorded.

2.9. There should be a method of communication for emergency purposes.

2.10. Volunteers must have due regard to the fact that they are carrying out authorised work on behalf of the Parish Council and as such are representing the Council..

3. Procedures

3.1. A risk assessment should be undertaken before the commencement of the work.

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

3.3. Volunteers will be expected to sign the briefing sheet, showing that they have received an induction/briefing, they understand the nature of the work, they recognise the risks associated with the task and agree to comply with instructions provided during the induction/briefing. This document is not intended to form a contract.

3.4. Volunteers are expected to confirm that they do not have any medical issues that would put with them or other volunteers at risk.

3.5. On completion of the work, the task leader is to send the completed induction/briefing to the Parish Clerk with a completed summary of the work undertaken. Retention of the briefs will allow the Parish Council to record any work and ultimately acknowledge the contributions to the community made by volunteers.

Cople Parish Council volunteer registration

Before you begin, a risk assessment will have been carried out and you will receive a briefing, and you may be offered training. Please dress appropriately for your activity and use any personal protective equipment (PPE) you are given. If something is ever beyond what you feel comfortable doing, then discontinue and report it.

Always ask permission before taking photographs or posting anything on social media that may identify individuals.

You can stop volunteering at any time. No notice is required but would be appreciated. If you are unhappy about something, please consider raising it with the Clerk.

Personal Details

Name of volunteer (print name)	
Address	
Home phone no.	
Mobile phone no.	
Email address	
Do you have an illness or injury that could increase the risk of further illness or injury?	Yes/No

Emergency/next of kin contact details

Name:	
Relationship to you:	
Address	
Home phone no.	
Mobile phone no.	
Email address	

What volunteering opportunities are you interested in?

Litter picking	
Millennium Woods maintenance	
Events	
I would like to be contacted about all/any Parish Council volunteering projects	

Declaration

Signed		
Print name		Date
I agree that the Council may process my personal information for statutory purposes and may correspond with me about my role as a volunteer using the above contact details.		