1. Introduction
Ulley Parish Council aims to maintain and improve areas in the village to which the public have access and volunteers make a vital contribution to this aim. We recognise the added value that volunteers bring to our village.

Ulley Parish Council aims to have a reciprocal and mutually beneficial relationship with our volunteers.

The involvement of volunteers will be guided by the following principles of good practice:

- the tasks to be performed by volunteers will be clearly defined, so that everyone is sure of their respective roles and responsibilities;
- the Parish Council will comply with the Data Protection Act and General Data Protection Regulations in the use of data held on all volunteers;
- The Parish Council is happy to receive ideas and concerns at any time.

2. The Purpose of this Policy
By adopting this policy Ulley Parish Council aims to:

- highlight and acknowledge the value of the contribution made by volunteers;
- recognise the respective roles, rights and responsibilities of volunteers;
- confirm the Parish Council’s commitment to involving volunteers in its work;
- establish clear principles for the involvement of volunteers; and
- ensure the ongoing quality of the work carried out by volunteers;

This policy provides a framework for the involvement of volunteers.
All potential volunteers will be asked to complete a volunteer’s registration form. Where there is specific training required this will be identified and records kept of the training outcomes.

3. Operation of the Policy
Once registered volunteers will be given an overview of any relevant policies and procedures and will be expected to comply with them in particular any Health and Safety risk assessments and related operating procedures. This is of particular importance where the volunteers will be using equipment supplied by the Parish Council. All volunteers are covered under Ulley Parish Council’s Public Liability Insurance.

Volunteers will be reimbursed reasonable expenses incurred as a direct result of their volunteering. Volunteers should discuss any planned expenditure prior to incurring it to ensure that it will be covered by the Parish Council.

4. Responsibility
Overall responsibility for the implementations, monitoring and review of the policy and procedures lies with the Ulley Parish Council. Implementation and adherence to this policy is the responsibility of all members and staff of the Parish Council and volunteers working with the organisation.

Approved September - 2018
To be reviewed - September 2019