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 organisation and those who use our services.

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 volunteers roles and responsibilities will be explained during the induction process;
- the organisation will comply with the Data Protection Act in the use of data held on all volunteers; and
- volunteers will be provided with regular opportunities to share ideas/concerns with the Parish Council.

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 this organisation’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:

a) Familiarise themselves with the relevant risk assessment/s and sign them off.
b) Familiarise themselves with the manufacturer’s instructions for any equipment they may use.
c) To complete the volunteers agreement form which will include their acknowledgment they understand fully the safe use of, are capable in the practical use of and feel competent to use any specified equipment.
d) To complete an equipment user log detailing their use of any particular equipment, the date and a record of any faults or problems encountered in the use.
e) At any future date should the volunteer wish to use equipment that was not identified in the induction process they will complete steps a) to c) before using the equipment.

3. Operation of the Policy

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. Once a volunteer has completed the induction process and the volunteer’s agreement form they are covered under Ulley Parish Council’s Public Liability Insurance.

Volunteers may be able to claim 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 Council.

4. Responsibility

Overall responsibility for the implementations, monitoring and review of the policy and procedures lies with the Ulley Parish Council. The review will take place no less frequently than once per year and will form part of a normal agenda at a scheduled Parish Council meeting. Implementation and adherence to this policy is the responsibility of all members and staff of the Parish Council and volunteers working with the organisation.

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