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## Volunteer Policy

This policy applies to volunteers working on behalf of, but not employed by Eckington Parish Council.

Volunteers must be over the age of 16. Anyone under the age of 16 accompanying a volunteer must be closely supervised by an appropriate adult volunteer who will be responsible for the young person's safety.

1. Volunteers must be adequately trained to be able to carry out the role required. 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:
  - the job or activity
  - the existing competence of volunteers
  - the circumstances of the work (e.g. the degree of supervision)
  - the tools and/or equipment being used

The training standard however must be sufficient to ensure Health and Safety of the volunteers and any people who might be affected by the work, as far as is reasonably practicable. Responsibility for providing the training rests with the individual to whom the authority has been provided by the Parish Council to undertake the work.

2. Volunteers, if working for only a few hours to help at an event or similar, must still be informed about the task and purpose, Health and Safety and supervision arrangements. Responsibility for this rests with the individual whom authority has been provided by the Parish Council to undertake the work.
3. Volunteers should expect to be treated equally and accommodated from all walks of life.
4. Volunteers must undergo an induction appropriate for the task being undertaken. This must include Health and Safety requirements, what to do if there is a problem and an introduction to other relevant individuals. Responsibility for the induction rests with the individual whom authority has been provided by the Parish Council to undertake the work.
5. A risk assessment must be undertaken in order to identify risks that might be faced and how they will be managed. If an area of activity presents a significant risk, consideration must be given to reducing the risk or stopping the activity. The Parish Council, through the offices of the Clerk or other person(s), as advised, must receive a copy of such risk assessment record. Responsibility for undertaking the risk assessment rests with the individual whom authority has been provided by the Parish Council to undertake the work. Risk assessments and their associated paperwork must comply with the current Health and Safety at Work Act 1974.

6. On the condition that volunteers are working at the sole request of and under the sole control of the Parish Council then they will be insured under the Parish Council's Public and Employers Liability cover. Reporting to the Parish Council in respect of work which is of an ongoing nature is not necessary on each occasion and does not require formal approval of the Parish Council on each occasion
7. Volunteers may only work with trees if the work can be undertaken safely and the job has been fully risk assessed. If volunteers use their own tools, then the Parish Council cannot be held liable for any injury caused by faulty equipment or tools.
8. Appropriate clothing must be worn by all volunteers, no clothing should compromise the safe working environment.
9. All volunteers shall have a regard to the Health and Safety at Work Act 1974 and all subsequent Health and Safety legislation.
10. If the Parish Council is required to make a decision regarding work to be undertaken by volunteers, then a detailed and fully costed proposal must be submitted to the Clerk no later than 14 days prior to the next Parish Council meeting.
11. Expenses will only be paid to volunteers if prior approvals for the work and associated costs have been given by the Parish Council.
12. Volunteers must inform the Parish Council of any work they intend to undertake prior to the commencement of that work. They should inform the Clerk preferably by email.
13. Residents who undertake work on Parish Council property without the permission of the Parish Council are not covered under this policy and the Parish Council cannot be held responsible for any consequences of such action. Anyone who undertakes unauthorised work on Parish Council property could be liable for prosecution for criminal damage.

## Volunteer Application Form

<b>Name</b>	
<b>Address</b>	
<b>Telephone/Mobile Number</b>	
<b>Email</b>	
<b>Work volunteering for:</b>	
<b>Do you have any health problems or disability which may need support or that might affect your voluntary work within the Parish Council? If yes, please provide details.</b>	
<p>All volunteers may have to undergo training as required by the Parish Council and satisfy the Council as to their skills and experience to fulfil the volunteer role. The Parish Council is committed to the safety and welfare of people within our Parish. If you are applying to work in a regulated activity with children and/or vulnerable adults it will be necessary for you to complete a DBS (Disclosure and Barring Service) application.</p>	
<p><b>Declaration:</b> I understand that any offer of volunteering with the Parish Council is subject to the satisfactory receipt of documentation and may include references and any other required checks deemed necessary. In accordance with the Data Protection Act 2018 and GDPR, I agree that the Parish Council may hold and use personal information about me for volunteering reasons and to communicate with me by email/telephone/mail (delete as necessary). This information, including that contained in this form can be stored on both manual or computer files. I accept that it will be held securely and only accessed by authorised personnel and that it will only be shared with a trusted third party where there is a justification for doing so, and that if shared, the third party will be required to respect the security of my personal information and to treat it in accordance.</p>	
<b>Signature</b>	

<b>Date</b>	