



OLD WOUGHTON PARISH COUNCIL

VOLUNTEER POLICY v1 rev1

INTRODUCTION

Old Woughton Parish Council exists to focus on being an outward-looking organisation, putting into practice the values and objectives through engaging with the residents of the parish and key partners to improve the quality of life for our residents and the experience of those who work in and visit our parish

In line with the vision Old Woughton Parish Council seeks to involve volunteers to:

- Enhance services to our clients;
- Bring new skills and perspectives;
- Through their involvement, increase contact with the local community the Parish Council serve.

2. PRINCIPLES

The Volunteering Policy is underpinned by the following principles:

- Old Woughton Parish Council will ensure that volunteers are properly integrated into the organisation;
- Old Woughton Parish Council does not aim to introduce volunteers to replace paid staff;
- Old Woughton Parish Council expects that staff at all levels will work positively with volunteers.

3. PRACTICE GUIDELINES

The policy will deal with practical aspects of the involvement of volunteers. Detailed information is available from the Council.

3.1 RECRUITMENT

All prospective volunteers will be interviewed to assess their current skills and suitability for current/vacant volunteer roles, taking into consideration the work the volunteer would like to undertake and how best their potential might be realised. All prospective volunteers will be required to fill in an application form.

3.2 VOLUNTEER AGREEMENTS AND VOLUNTARY WORK OUTLINES

After consultation, each volunteer will sign a Volunteer Agreement (appendix A) to confirm the specific role they will be undertaking and establish what Old Woughton Parish Council undertakes to provide for them.

3.3 EXPENSES

All volunteers will have their travel and other expenses reimbursed. Details of applicable rates are available on request.

3.4 INDUCTION AND TRAINING

All volunteers will receive an induction into Old Woughton Parish Council and the role they will undertake. Training will be provided as appropriate.

3.5 SUPPORT

All volunteers will have a named person/s as their main contact. They will be provided with regular supervision to feed back on progress, plan future development and discuss any problems in confidence.



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3.6 THE VOLUNTEER'S VOICE

Volunteers are encouraged to express their views about matters concerning the organisation and may be invited to staff meetings or in confidence as appropriate.

3.7 INSURANCE

All volunteers are covered by Old Woughton Parish Council's insurance policy whilst they are on the premises or engaged in work on Old Woughton Parish Council's behalf. A copy of the policy is available on request.

3.8 HEALTH AND SAFETY

Volunteers are covered by Old Woughton Parish Council's Health and Safety Policy, a copy of the policy is available on request.

3.9 EQUAL OPPORTUNITIES

Old Woughton Parish Council operates an Equalities policy in respect of both paid staff and volunteers. A copy of the policy is available on request.

3.10 CHILD / ADULT PROTECTION

Old Woughton Parish Council operates a Child / Adult Protection policy. Volunteers must agree to a CRB check if their role involved working with children or vulnerable adults. A copy of the policy is available on request.

3.11 PROBLEM SOLVING

We aim to identify and solve problems at the earliest possible stage.

3.12 CONFIDENTIALITY

Volunteers will be bound by the same requirements for confidentiality as paid staff.

<u>REVIEW HISTORY</u>			
Version 1	July 2013		
Review 1	10/02/15	Adopted	09/03/15



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APPENDIX A/volunteer policy

Volunteer Agreement

I of

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Post Code:

Agree to

- help Old Woughton Parish Council fulfil its [***describe role/function/services which the volunteer will be helping with***]
- perform my volunteering role to the best of my ability
- follow the organisation's procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and clients;
- maintain the confidential information of the organisation and of its clients
- meet the time commitments and standards which have been mutually agreed to and to give reasonable notice so other arrangements can be made when this is not possible
- provide referees as agreed who may be contacted, and to agree to a Criminal Records Bureau check being carried out where necessary.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.

SIGNED: DATE:
(VOLUNTEER)

SIGNED: DATE:
(OLD WUGHTON PARISH COUNCIL)

Parish Council registered address: PO Box 7575, Milton Keynes MK11 9GR

Adapted from <http://www.volunteering.org.uk> and <http://www.justice.gov.uk/>