

## West Hill Parish Council Policy on Volunteers

APPROVED WHPC Meeting 6<sup>th</sup> May 2025 Min 25/185

### 1. Introduction

West Hill Parish Council (WHPC) recognises the valuable contribution that volunteers can make to the work of the Council. Volunteers can bring valuable skills and experience to assist in specific projects and also increase community involvement in the activities of the Council. This policy sets out the principles and practices by which we involve volunteers.

### 2. Purpose

When we involve volunteers in working with the Council we wish to protect and support them. Whilst the Council will benefit greatly from the work they do we also want to provide opportunities that will help them develop new skills and experience and we also recognise the Council's responsibilities towards them. In most cases it is anticipated that volunteers will be engaged in specific projects with a finite timetable but some tasks may be ongoing.

This policy seeks to protect and support volunteers working with the Council and to set down the Council's responsibilities to comply with it's employment, insurance and relevant legislation.

It is important that when volunteering to assist the Council all prospective volunteers are clear about matters such as:-

- What is expected of them
- Training
- Insurance
- Health and Safety
- Expenses
- Risk Management
- Support and Supervision
- Time commitment

The need for volunteers for any project or task will be discussed at a meeting of the Council and the Council must be satisfied that all necessary safeguards and arrangements are in place before volunteers are recruited.

### 3. Task Descriptions

When asking for volunteers to assist WHPC we will issue a Task description that will include:-

- The purpose of the relevant project or ongoing task
- The likely time commitment
- What the volunteer will be asked to do
- Training that will be provided
- Any equipment that may be required to be used
- Expected outcomes

### 4. Risk Assessment

Before engaging volunteers a full risk assessment of the task will be undertaken. The risk assessment will be approved by the Council and the Council must be satisfied that reasonable risk mitigation measures are in place.

## **5. Insurance**

Whilst acting as a volunteer assisting WHPC the volunteers will be fully covered by WHPC's insurance policies.

## **6. Expenses**

If in the course of their duties the volunteers incur any out of pocket expenses they may have those expenses reimbursed. If a volunteer is required to use their private car in the course of their duties they may claim for the mileage in line with the Councils policy.

Expenses will be paid only with the prior approval of the Parish Council and after receipt by the Parish Council of paper receipts in respect of same; for items where VAT is payable volunteers should request that 'West Hill Parish Council' is included in the payee details on the invoice. Provision of any safety equipment or clothing needs that are identified during the risk assessment process must be authorised in advance by the Parish Council.

## **7. Registering to Volunteer**

Anyone offering to volunteer will be requested to complete a registration form shown attached to this policy.

Volunteers can expect to be treated with respect and in accordance with the Equality Act 2010 and that their personal data provided through volunteering will be handled in accordance with Data Protection Act 2018.

## **8. Support and Supervision**

All volunteers will have a named person as their main contact. They will be given regular feedback and provided with opportunities to discuss their work and the task or project they are working on.

## **9. Health and Safety**

WHPC has a responsibility for the Health and Safety of Volunteers. Volunteers must at all times follow basic Health and Safety rules and they have a duty to take care of themselves and any other persons who may be affected by what they do. Any accidents must be reported to their supervisor or Parish Clerk.

All volunteers shall have regard to the Health & Safety at Work Act 1974 when undertaking work. Volunteers will not be authorised to carry out work that the Council considers hazardous, or would contravene the principles of the Health and Safety at Work Act 1974, taking into account the competence of the volunteer(s) carrying out the proposed work.

## **10. General Performance**

Volunteers working with WHPC are representing the Council and will be expected to perform their role to the best of their ability. When interacting with members of the public they should be conscious that they are representing the Council. Any information they are given in the course of their duties must remain confidential unless they are required by law to disclose it.

11. This policy will be reviewed at least annually at the Annual Meeting.

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Previously Approved  
APPROVED WHPC Meeting 1<sup>st</sup> April Min 25/143

## Volunteer Registration

**Name**

**Address**

I would like to volunteer to help WHPC in the following role

### Telephone Numbers

**Mobile**

**Landline**

**E Mail**

### GDPR and Consent

In order to respond to you we need to keep a record of your personal information which may contain personal and sensitive information. To comply with the General Data Protection Regulations we must tell you how this data will be used and ask your permission. By signing this form you are permitting WHPC to process your data for the purposes below:-

1. Permission to store your data. This will include your name and contact details
2. All personal information is treated as private and confidential and will only be seen by the Councillors and Parish Clerk. This data will be stored in an electronic database and the paper copies will be destroyed.
3. You have a right to see any information that we hold about you and have your details removed.

WHPC will not share your details with any third party

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I agree to my information being held for the purposes of responding to my expression of interest. Please tick the box to confirm.

**Signed** .....

**Date** .....