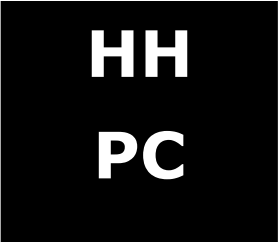


Hockley Heath Parish Council

The logo consists of a solid black square. Inside the square, the letters 'HH' are stacked above the letters 'PC', both in a white, bold, sans-serif font.

**HH
PC**

Volunteering Policy

For Hockley Heath Parish Council

Version: 1.0

Effective Date: November 2024

Document Information

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1. Introduction

Hockley Heath Parish Council (HHPC) acknowledges that volunteers can contribute in many ways to the Council's activities, giving their time, skills and experience in an unpaid capacity which also benefits the local community and the volunteers themselves. This policy applies to volunteers working on behalf of the Parish Council, not those employed by the Council or members of the council. The Council may need to create a volunteer database that records volunteers and some basic details; GDPR policies will apply to the storing and retention of data.

HHPC seeks to involve volunteers to:

- Ensure our services meet the needs of our residents
- Provide new skills and perspectives
- Increase our contact with the local community we serve.

2. Principles and Values

The Volunteer Policy is underpinned by the following principles:

- HHPC will ensure that volunteers are properly integrated into the organizational structure and that mechanisms are in place for them to contribute to the work of the Parish Council
- HHPC will not introduce volunteers to replace paid staff; volunteers will complement the work and extend the services of the Council
- HHPC expects that staff at all levels will work positively with volunteers
- HHPC recognizes that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing training for them to do their work effectively
- HHPC is proud of our commitment to equal opportunities and seeks to create a diverse and inclusive working environment for staff and volunteers.

3. Preparing for Volunteers

Before involving volunteers in any role, HHPC will ensure that the following are in place to ensure their safety and efficiency:

- All volunteers to be provided with a written role description that explains the role purpose and main duties/responsibilities
- All volunteers will be provided with any training required for the role
- A risk assessment will be undertaken for the volunteer activity
- HHPC will ensure that volunteers have access to the necessary equipment to carry out their duties/tasks, including personal protection equipment (PPE) if appropriate
- The Volunteer Lead is responsible for the management of volunteers. She/he will ensure that volunteers are properly inducted into HHPC and have access to this policy and other relevant policies and handbooks.

4. Insurance

HHPC's liability insurance covers the activities of volunteers and liability towards them, on condition that the volunteer is working at the sole request and under the sole control of the council. To this end, every activity that is carried out by the volunteer requires approval prior to the activity taking place.

The Parish Council does not insure a volunteer's personal possessions against loss or damage. It is the responsibility of the volunteer to inform their motor insurance company that they are using their car in the act of volunteering.

Volunteers will carry out only the least hazardous work and contractors will be used by the Parish Council for technical and heavy labour, along with hazardous activities. HHPC will not be held liable for injury caused by use of a volunteer's faulty equipment/tools or loss of equipment/tools.

5. Recruitment and Selection of Volunteers

HHPC will create clear role descriptions for each volunteer opportunity. These will be available to ensure that potential volunteers, staff and the organisation as a whole are clear on the purpose of the role, this will also provide a basis for support and supervision as it outlines the volunteers' tasks and responsibilities.

HHPC will ensure that all volunteer opportunities are promoted widely to increase accessibility of a diverse range of interested parties. Our recruitment will include but not be limited to online promotions and will be a fair and open procedure, promoting equality of opportunity. For example, HHPC will only list the skills and requirements on a role description that are necessary for that role. HHPC will make reasonable adjustments to accommodate volunteers, for example allowing a support worker to accompany a volunteer.

HHPC, when recruiting volunteers, will invite volunteers to meet with the Chair / Councillors (and Clerk) for an informal discussion. HHPC will carry out criminal records checks for any role that it deems necessary, for example working with children and young people, vulnerable adults or sensitive data.

6. Managing Volunteers

HHPC is committed to the ongoing support of volunteers to ensure that they are able to carry out their role, as follows:

- All volunteers will receive an induction and any ongoing training necessary
- Access to all relevant policies and procedures, such as health and safety, safeguarding, fire procedures and expenses etc will be provided
- Day-to-day support (if required) from the Volunteer Lead will be provided to volunteers.
- HHPC recognizes the valuable contribution volunteers make and will, with the volunteer's permission, promote their contribution to the community.
- HHPC understands that volunteers move on for a number of reasons, such as another opportunity. HHPC will establish the reasons for leaving; volunteers will be provided with a reference if required.

7. Expectations of Volunteers

HHPC expects volunteers to:

- Be reliable and honest
- Respect confidentiality
- Comply with council policies and procedures

- Carry out their volunteering tasks as agreed and in a way that reflects the Council's values and not bring it into disrepute.
- Not publicly express personal views on Parish Council matters that are contradictory to the Council's aims and objectives.

8. Policies and Procedures

HHPC recognizes that volunteers are a part of the team and should be protected and bound by HHPC's policies and procedures that are designed to keep all interested parties safe and ensure work is carried out to a high and consistent standard. A number of policies are in place to protect staff and volunteers and these can be viewed on the Council's website at www.hockleyheathparishcouncil.gov.uk or alternatively a copy can be obtained from the Parish Clerk.

9. Expenses

HHPC will reimburse volunteers for any reasonable out of pocket expenses, subject to the production of receipts as evidence of the expenditure, and completion of an expenses claim form. Volunteers are reminded that training, equipment, materials and supplies will be provided by the Parish Council for the volunteer to carry out their role.