



St Georges and Priorslee Parish Council

Volunteering policy

Introduction

St Georges and Priorslee Parish Council values the role of volunteers in delivering its priorities through community events, services, and activities. Volunteers enable the Council to extend its reach and achieve greater community impact.

This policy outlines the Council's commitment to supporting volunteers and ensuring a safe, respectful, and productive environment for all.

Volunteering in Council Services

The Council is committed to providing support to its volunteers by:

- Offering an overview of the Parish Council's work.
- Providing support and guidance through a designated Parish Council contact.
- Clearly defining tasks and responsibilities.
- Offering appropriate training for each role.
- Maintaining a safe and respectful environment.
- Supplying the necessary tools and equipment.
- Involving volunteers in discussions about changes affecting their roles.
- Ensuring all tasks represent genuine volunteering opportunities.

Recruitment of Volunteers

Volunteer opportunities will be advertised throughout the year or discussed with residents directly via the Clerk or Deputy Clerk.

Interested individuals will:

- Complete a volunteer application form.
- Attend an informal meeting to discuss roles, responsibilities, and expectations.

Informal Meeting

The informal meeting aims to:

- Provide clarity about the volunteering role.
- Explain the Council's policies, regulations, and codes of practice.
- Discuss training requirements and potential adjustments.
- Emphasize the importance of confidentiality.

- Highlight background checks for roles involving vulnerable individuals.

A brief record of the meeting will be kept, and any agreed actions will be attached to the volunteer's application form.

Background Checks

Certain roles may require a Disclosure and Barring Service (DBS) check, particularly those involving children or vulnerable adults. These checks are free for volunteers.

For such roles, applicants must provide two referees.

Managing and Supporting Volunteers

Once agreements and checks are completed, a Volunteer Agreement will be signed. This will detail:

- The role description.
- Days and times of operation.

Support and Training

Volunteers will receive:

- A role introduction, including site safety, housekeeping, and tool handling.
- Updates and consultations on service changes affecting their role.

Misconduct

Concerns about a volunteer's conduct will be investigated by the Clerk, with potential escalation to the Staffing and Personnel Committee for review.

Parish Council Employees as Volunteers

The Council supports employees volunteering to enhance their skills, well-being, and community relationships.

Aims:

- Increase awareness and participation in volunteering.
- Encourage skill development through community engagement.
- Provide flexible opportunities without disrupting Council operations.

While volunteering is actively encouraged, the needs of the Council must come first and not suffer as a result. Every effort will be made to support requests for additional leave or flexible working to accommodate volunteering activities.

Roles and Responsibilities

Volunteers' Responsibilities:

- Adhere to the Council's codes of practice, policies, and objectives.
- Maintain confidentiality and respect for privacy.
- Attend training sessions and notify the Clerk of absences.

Council's Responsibilities:

- Treat volunteers with dignity and respect.
- Provide clear role definitions, introductions, and ongoing support.
- Offer training, tools, and monitoring.
- Ensure up-to-date and accessible volunteering opportunities.

This policy reinforces St Georges and Priorslee Parish Council's commitment to fostering meaningful and supportive volunteering opportunities within the community.

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