

# VOLUNTEER POLICY

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## Contents

1. INTRODUCTION AND SCOPE .....	3
2. POLICY AIMS.....	3
3. VOLUNTEER WORK .....	3
4. TRAINING & RISK ASSESSMENT .....	3
5. HEALTH & SAFETY .....	4
6. EQUALITY POLICY.....	5
7. CONFIDENTIALITY.....	5
8. PROBLEM SOLVING .....	5
9. EXPENSES .....	5

## 1. INTRODUCTION AND SCOPE

Faversham Town Council's Volunteer Policy recognises the contribution made by volunteers and provides a framework for how we will manage volunteers, whilst recognising the voluntary nature of our relationship.

Faversham Town Council defines volunteering as "The commitment of time and energy, for the benefit of society and the community, the environment or individuals outside one's immediate family. It is unpaid and undertaken freely and by choice".

Many of the Town Council's activities involve working in partnership with community and voluntary groups and volunteers who also work directly with the Council for a number of reasons:

- To encourage involvement and increase our engagement with the local community
- To help ensure our services reflect the needs of our community
- To increase skills, experience, perspectives and diversity in the workplace

This policy aims to ensure that all volunteers can work with us in a safe and supported environment.

We expect that staff at all levels will work positively with any volunteers and where appropriate, will actively seek to involve them in their work.

A copy of this policy must be given to all volunteers.

## 2. POLICY AIMS

This policy sets out the principles for voluntary involvement in activities authorised by Faversham Town Council, who acknowledges that volunteers contribute in many ways and that volunteering can benefit the council, local communities and the volunteers themselves.

This policy applies to volunteers working on behalf of the Town Council, not those employed by the Town Council.

## 3. VOLUNTEER WORK

All volunteering work must be agreed by the Town Clerk before commencing. Such work needs to be set out in a clear and understandable format. The final decision about the type of work and its execution lies with the Town Clerk. All volunteers must be over 16 years of age.

## 4. TRAINING & RISK ASSESSMENT

Volunteers must be adequately trained to be able them to carry out the role required. The exact nature of the training will depend on the role and the findings from the required risk assessment. A risk assessment will be undertaken to identify any risks that might be faced and how they will be managed.

The Town Clerk is to receive a copy of the risk assessment prior to the work being undertaken. Visual inspections of the work area must be carried out and recorded prior to work commencing.

The risk assessment should include as a minimum:

- The job or activity
- The existing competency of volunteers
- The circumstances of the work (e.g. the degree of supervision)
- The tools and/or equipment being used
- Training requirements

The training standard must be sufficient to ensure the Health and Safety of volunteers and any people who might be affected by the work. Where appropriate, volunteers will be provided with any necessary PPE, tools and training to enable them to carry out agreed tasks.

If volunteers use their own tools, they do so at their own risk. Faversham Town Council cannot be held liable for any injury caused by them through the use of faulty equipment/tools.

Volunteers should only carry out tasks that have the prior approval of the Town Clerk. All volunteers will receive an induction into Faversham Town Council and their own area of work. Training will be provided as appropriate. Where possible, volunteers will be entitled to receive additional training on the same basis as paid staff. Volunteers must be informed about the task and its purpose, health, safety and supervision arrangements.

If required, Faversham Town Council may complete a DBS check.

## 5. HEALTH & SAFETY

All works undertaken by volunteers shall have regard to the Health & Safety at Work Act.

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, taking into account the competence of the volunteer(s) carrying out the proposed work.

Volunteers are covered by Faversham Town Council's Health and Safety Policy, a copy of which will be provided to each volunteer.

All volunteers are covered by Faversham Town Council's insurance policy whilst they are on the premises or engaged in any work on our behalf.

Volunteers working alone, in particular, the Community Bus drivers should be made aware of the Lone Working Policy.

Only volunteer work that has been authorised by the Town Clerk will be covered by the Town Council's insurance, however the council does not insure volunteer's personal possessions.

#### 6. EQUALITY POLICY

Faversham Town Council operates an Equality Policy in respect of both paid staff and volunteers. Volunteers will be expected to have an understanding of, and commitment to, our Equality Policy.

#### 7. CONFIDENTIALITY

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

#### 8. PROBLEM SOLVING

We aim to identify and solve problems at the earliest possible stage. Faversham Town Council has a policy and procedure for dealing with complaints either by or about volunteers.

#### 9. EXPENSES

Expenses incurred on behalf of the Town Council will be met, subject to the prior agreement of the Town Clerk and on production of relevant receipts or invoices.

**VOLUNTEER AGREEMENT**

Name: .....

Address: .....

Telephone No: ..... Email Address: .....

Thank you for agreeing to volunteer with Faversham Town Council. For your information and safety we ask you to read and sign this agreement before commencing duties.

Volunteering is undertaken freely and not in return for any remuneration. We hope that your voluntary work will give you a sense of achievement, work experience, a chance to build on your skills and learn new ones, as well as a chance to strengthen your confidence and make new friends.

As a volunteer you will not do the work of paid staff, but complement the services offered by Faversham Town Council.

You will be supervised by the Town Clerk who will issue you with a role description which specifies what your contribution is expected to be, place of work, hours volunteered etc. You will be expected to fulfil your agreed commitment and should inform the Town Clerk as soon as possible should you not be able to do so.

You will be expected to follow the policies and procedures referred to in your induction programme including health and safety and diversity and equal opportunities.

Faversham Town Council reserves the right to ask a volunteer to withdraw their services. Any disciplinary or grievance situation will be dealt with in accordance with the Town Council's policies.

I agree to abide by this agreement:

Signed: ..... Date: .....

Signed: ..... Date: .....

On behalf of Faversham Town Council  
Louise Bareham, Town Clerk