

CHALFONT St. PETER PARISH COUNCIL

Council Office, adj. The Community Centre, Gravel Hill, Chalfont St Peter, Bucks, SL9 9QX
Tel & Fax: 01753 891582 email: clerk@chalfontstpeter-pc.gov.uk
Website: www.chalfontstpeter-pc.gov.uk



Clerk: Mrs Debbie Evans

Deputy Clerk: Nick Stayt

Volunteer Policy (2022)

Applies to volunteers (not including Councillors) working on behalf of, but not employed by, the Parish Council

1. Volunteers must be adequately trained to be able to carry out the role. The exact nature of the training will depend on the role. It is not possible to detail what constitutes 'adequacy' as requirements will vary according to:
 - a) the job or activity
 - b) the existing competency of volunteers
 - c) the circumstances of the work (e.g. the degree of supervision)
 - d) the tools and/or equipment being usedThe training standard, however, must be sufficient to ensure the Health and Safety of volunteers and any people who might be affected by the work, as far as reasonably practicable. Responsibility for providing training rests with the Parish Council.
2. Volunteers, if working for only a few hours to help at an event or similar, must still be informed about the task and its purpose, health and safety and supervision arrangements. Responsibility for this rests with Parish Council/Contractor.
3. Volunteers expect to be treated equally, regardless of their gender, race, age, faith/religion, disability, or sexual orientation. Volunteers must be accommodated from all walks of life.
4. Volunteers must undergo an induction appropriate for the task(s) being undertaken. This must include health and safety, what to do if there is a problem and an introduction to other relevant individuals. Responsibility for the induction rests with Parish Council.
5. A risk assessment must be undertaken to identify risks that might be faced and how they will be managed. Responsibility for undertaking the risk assessment rests with the Parish Council. Risk assessments and their associated paperwork must comply with current Health and Safety at Work legislation.
6. So far as insurance is concerned, on condition that volunteers are working at the sole request of and under the sole control of the Parish Council then they will be insured under the Parish Council's Public Liability and Employers' Liability cover. Reporting to the Parish Council in respect of work which is of an ongoing nature is not necessary on each occasion and does not require formal approval of the Parish Council on each occasion.
7. Volunteers must only carry out less hazardous work and will not be supplied with powered tools. If volunteers use their own tools then the Parish Council cannot be held liable for any injury caused by them. Cleaning materials must not be stronger than those available on shop shelves. High visibility vests or other appropriate clothing must be worn where appropriate. Under no circumstances can chemical bug or weed spray be used without consultation with the Parish Council.
8. Long hair must be tied up if long enough to compromise the volunteer's safety undertaking the task. Jewellery, necklaces, watches, and the like must not be worn if they might compromise the safe working environment for the volunteer. Appropriate footwear and clothes must be worn to undertake the tasks.

9. All work undertaken by volunteers shall have regard to the Health and Safety at Work etc. Act 1974 and all other Health and Safety Legislation.
10. Volunteers wishing to provide the Parish Council with an update on their activities can do so by sending an email to the Clerk clerk@chalfontstpeter-pc.gov.uk or attending the relevant committee meeting.
11. No Travel expenses will be paid to volunteers.
12. Under exceptional circumstances 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. They will not include safety equipment or clothing.
13. Volunteers must inform the Parish Council if they are to start work without supervision from the Parish Council by email to the clerk clerk@chalfontstpeter-pc.gov.uk.
14. Information on volunteers will be kept in a confidential file. Data collected will include date of commencement, emergency contact and duties agreed and support and supervision notes
15. Volunteers who have a complaint against a volunteer, staff member, member of staff from a partner organisation should contact the member of Staff supervising that task. If this is not possible or the outcome is not satisfactory the volunteer should contact the Clerk at the CSP Office.