

Stoke by Nayland Parish Council

Volunteer Policy and Procedures

Introduction

1. This document sets out the policy and procedures relating to the engagement and management of volunteers undertaking activities authorised by Stoke by Nayland Parish Council. The Parish Council recognises that volunteering can benefit the council, the community and the volunteers themselves.

Policy

2. Volunteers must be fit and competent to carry out a designated task. The nature of skills required will depend on the activity. An Event Coordinator will be agreed in advance with the Parish Council, as well as a person to deputise for the coordinator in his/her absence. The co-ordinator or deputy must inform the Parish Clerk of tasks they intend to carry out before commencing such work and will be responsible for supervision arrangements during the work.
3. Volunteers are expected to provide tools, sufficiently stout footwear and gloves appropriate to the designated task. Other personal protective equipment such as high-visibility vests may be provided via the Event Coordinator.
4. If required, appropriate training will be provided in advance of the volunteer working on site. The minimum level of training should be sufficient to ensure maintenance of the health and the safety of volunteers and any people who might be affected by the work, as far as reasonably practicable.
5. Children should be encouraged to participate in volunteering activities under the supervision of the respective parent(s) or guardian(s). Children should however not be considered for or engaged on tasks that may expose them to elevated risk. This includes litter-picking duties on roads carrying high levels of traffic, including B1068 and B1086. If a volunteer is under 18 years old and not under the guidance of a parent or approved guardian then a volunteer who has a current DBS (Disclosure and Barring Service) check is required to be present.
6. Volunteers should be briefed on each designated task and its purpose, health, safety and supervision arrangements before commencement. Volunteers should only carry out tasks allocated to them.
7. Volunteers shall be required to note that only volunteering activities that have been authorised by the council will be covered by the council's insurance. The council may decide to set-up a volunteer database that records volunteers and some basic contact details.
8. Prior to task commencement, the event coordinator must carry out a visual inspection of the site to ensure that there are no obvious hazards. These inspections are to be recorded and the Parish Clerk notified.
9. An appropriate method for emergency communications should be established by the Event Coordinator (e.g. event coordinator carrying mobile phone).
10. Volunteers should have due regard to the fact that they are carrying out work on behalf of the Parish Council and as such are representing the Council, in terms of both the quality of work and engagement with the public.
11. If a volunteer raises a complaint that cannot be resolved at the time, it should be passed to the Parish Clerk.
12. A copy of this policy must be shared with volunteers by the event coordinator the first occasion that they undertake work on behalf of the council. The policy will be re-issued to volunteers if any material changes to the policy are made.

Procedures

13 A risk assessment covering the tasks to be carried out must be undertaken by the event coordinator. The Parish Clerk is to receive a copy of the risk assessment. Where the work is a regular activity (eg litter-picking), the event coordinator should review the risk assessment before each occurrence to ensure it continues to reflect the known risks. In addition, the coordinator must review the risk assessment annually and a new copy forwarded to the Parish Clerk when any changes to the assessment are made.

14 Volunteers must undergo an induction briefing appropriate for the task(s) being undertaken. This should include a description of the work to be undertaken and known issues and associated risks. The induction will be given to all new volunteers by the event coordinator. Where the work is a regular activity, the briefing will be repeated as deemed appropriate by the event coordinator. A refresh reminding volunteers of any key risks or behaviours will take place before each event.

15 Volunteers will be expected to sign the induction record, showing that they have received the briefing, they understand the nature of the tasks and their part in those tasks, they recognise the risks associated with the tasks and agree to comply with instructions provided during the briefing. This document is not intended to form a contract. Volunteers will also be expected to confirm that they do not have any fitness or health issues that would put either them or other volunteers at risk.

ANNEX A TO

STOKE BY NAYLAND PARISH COUNCIL VOLUNTEER POLICY & PROCEDURES

DATED 1 MARCH 2022

Stoke by Nayland Parish Council – Volunteer List

The Stoke by Nayland Parish Council Volunteer List is maintained by the Parish Clerk. All information will be kept safe and confidential.

It is essential that a volunteer advises the co-ordinator of an activity or the Parish Clerk of any illness or ailment that could put either themselves or other volunteers at risk of either injury or harm, while working on a task.

Where a volunteer can no longer support the community, they are to contact the Parish Clerk requesting their details are removed from list at the earliest opportunity.

Your Contact Details	
Name:	
Address:	
Home phone:	
Mobile:	
Email:	
Signature:	Date:

STOKE BY NAYLAND PARISH COUNCIL – LITTER PICKER INDUCTION BRIEF AND VOLUNTEER ACKNOWLEDGEMENT

Coordinator:

Date:

Start Time:

Finish Time:

Location: (To be defined by co-ordinator)

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Description of Activity: (To be summarised by co-ordinator)

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Tools to be Used: (To be listed by co-ordinator, taking note of the risks associate with using these tools (for instance cuts and grazes)

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Hazards and Safety Measures:

- You should not undertake the work defined if you have either an injury or illness that could increase risk of further injury or illness either to you or fellow volunteers. If you are unsure of the likelihood of increased risk due to either injury or illness, you should contact the event co-ordinator before starting work.
- You will not be asked to work at height.
- Appropriate footwear must be worn. Ideally, sturdy boots covering the ankle and providing support on uneven ground should be worn. Open-toed shoes or sandals must not be worn.
- Gloves should be worn where appropriate.

First Aid:

- In the event of an incident resulting in injury to a volunteer, the event coordinator should be notified as soon as possible. A first aid kit is held by the coordinator.
- The event coordinator is required to carry with them a mobile telephone. Where necessary, the emergency services will be called.

Personal Protective Equipment

- Personal protective equipment appropriate to the designated task(s) will be distributed by the Event Co-ordinator.

INDUCTION BRIEFING - VOLUNTEER ACKNOWLEDGEMENT

- I understand the scope of work and tasks described by the event coordinator and agree to abide by the direction relating to this work that they give.
- I agree to comply with all health and safety direction and training I am given in support of this work.
- I agree that I am fit and healthy to undertake this work.
- I agree to make the event coordinator aware of any changes to my contact details or health.

Name (Printed)	Contact Details Unchanged (Tick to confirm)	Signature