

# Radcliffe on Trent Parish Council

## Volunteer Policy

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### Introduction

Radcliffe on Trent Parish Council values volunteers as essential contributors to community development and well-being. This policy outlines the framework for engaging volunteers, ensuring a positive experience while adhering to relevant legislation. Volunteers will be required to sign the Volunteer Agreement (Appendix 1).

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### Purpose

The purpose of this policy is to:

- Establish clear guidelines for volunteer involvement.
  - Ensure compliance with UK legislation.
  - Foster a safe, inclusive, and respectful environment for all volunteers.
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### Scope

This policy applies to all volunteers engaged with Radcliffe on Trent Parish Council in various capacities.

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### Legal Framework

Volunteers are protected under several UK laws, including:

- **Health and Safety at Work Act 1974:** Ensures a safe working environment for all volunteers.
- **Personal Protective Equipment at Work (Amendment) Regulations 2022:** Ensures that suitable PPE is provided
- **Equality Act 2010:** Prohibits discrimination and promotes equality of opportunity.

- **Data Protection Act 2018:** Governs the handling of personal information.
  - **Volunteer Rights:** Volunteers are entitled to certain rights, including the right to receive training and to be treated with respect.
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## Recruitment and Selection

- Volunteers will be recruited based on the needs of the Council and their skills.
  - An informal interview may be conducted to assess suitability.
  - All volunteers will undergo a basic background check if their role involves working with vulnerable individuals.
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## Training and Support

- Volunteers will receive appropriate training relevant to their roles, alongside any Personal Protective Equipment (PPE) as necessary.
  - Ongoing support and supervision will be provided by designated Council staff.
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## Rights and Responsibilities

### Volunteers' Rights

- To be treated with respect and dignity.
- To receive appropriate training and support.
- To have expenses reimbursed where applicable.
- To provide feedback and suggestions.

### Volunteers' Responsibilities

- To adhere to the Council's policies and procedures.
  - To act in a manner that reflects positively on the Council.
  - To respect confidentiality and the privacy of others.
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## Health and Safety

The Council will ensure a safe environment for all volunteers, in compliance with health and safety legislation.

Volunteers are expected to follow safety guidelines and report any hazards.

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## Insurance

The Council maintains liability insurance that covers volunteers while they are engaged in official activities.

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## Complaints Procedure

Volunteers who have concerns or complaints should:

1. Discuss the issue with their designated supervisor. Wherever possible, concerns should aim to be addressed and resolved informally and timely.
  2. If unresolved, the volunteer may submit a formal complaint under the Parish Councils Complaints Policy.
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## Review

This policy will be reviewed regularly to ensure its relevance and effectiveness.

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# Radcliffe on Trent Parish Council Volunteer Agreement

(Confidential when completed)

## Volunteer Agreement

This Volunteer Agreement outlines the relationship between Radcliffe on Trent Parish Council and the volunteer. By signing this agreement, both parties acknowledge their roles and responsibilities.

This agreement does not represent a contract of employment and is not subject to statutory employment legislation.

This agreement may be subject to change and the Parish Council reserves the right to make changes with reasonable notice.

## Volunteer Details

- **Name:** *[insert]*
- **Address:** *[insert]*

- **Contact Number:** *[insert]*
- **Email:** *[insert]*

## Role Description

- **Volunteer Role:** *[insert]*
- **Location:** *[insert]*
- **Outline of responsibilities:**
  - *[insert]*
  - *[insert]*
  - *[insert]*
- **Start Date:** *[insert]*

## Agreement Terms

### 1. Volunteer Commitment:

- I agree to commit to the role outlined above, including attending training and meetings as required.
- I will act responsibly at all times, performing tasks as directed to an agreed standard
- I will inform the Parish Council if I am no longer able to commit to the role outlined as soon as possible.

### 2. Confidentiality:

- I will respect the confidentiality of any sensitive information I may encounter during my volunteering.

### 3. Health and Safety:

- I will adhere to health and safety policies and report any concerns to my supervisor.
- I will be covered by the Parish Council's insurance policy.

### 4. Support:

- I understand that I will receive training and support relevant to my role.
- I understand that I will be provided with a designated supervisor for the duration of my role.

## 5. Rights:

- I acknowledge my rights as a volunteer as outlined in the Council's Volunteer Policy, including this agreement does not constitute a contract of employment.

## 6. Expenses:

- I understand that I may be eligible to claim some expenses in line with the Council's policy.

## 7. Termination:

- Either party may terminate this agreement at any time with reasonable notice.

## Signatures

**Volunteer Signature:** \_\_\_\_\_

**Name:** [insert]

**Date:** [insert]

**Council Representative Signature:** \_\_\_\_\_

**Name:** [insert]

**Date:** [insert]

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This Volunteer Agreement aims to create a structured and supportive environment for volunteers at Radcliffe on Trent Parish Council, promoting active community involvement whilst ensuring compliance with legal requirements.

Date	Item	Next Review
01.10.2024	Document created	21.10.2024
21.10.2024	HR consideration and adoption	29.10.2024
29.10.2024	Full Council noting	2026