GREETHAM PARISH COUNCIL
VOLUNTEER POLICY

Document Control

Policy Title	Volunteer Policy
Version	1.0
Adopted By	Full Council
Adoption Date	09.09.2026
Review Date	September 2028
Next Review	Two years from adoption

Scope

This policy applies to volunteers working on behalf of, but not employed by, the Parish Council. Volunteers are not employees and do not have a contract of employment or worker status. Volunteering is unpaid and entirely optional and may be ended at any time by either party. Volunteers must be over the age of 16. Anyone under the age of 16 accompanying a volunteer must be closely supervised by an appropriate adult volunteer who will be responsible for the young person's safety.

1. Training

Volunteers must be adequately trained to carry out the role required. Training requirements depend on the activity, existing competence, supervision arrangements and equipment used. Training must ensure the health and safety of volunteers and others.

2. Short-Term and Event Volunteers

Volunteers assisting for short periods or events must still be informed about the task, its purpose, health and safety requirements, PPE requirements and supervision arrangements.

3. Equality and Fair Treatment

Volunteers should expect to be treated fairly, with dignity and respect. The Parish Council will not discriminate against volunteers and will comply with the Equality Act 2010.

4. Induction

All volunteers must undergo an induction appropriate to the task being undertaken including health and safety arrangements, accident reporting, safeguarding duties, emergency contacts and relevant PPE requirements.

5. Risk Assessment

A risk assessment must be undertaken to identify hazards and how risks will be managed. If significant risks are identified, consideration must be given to reducing the risk or stopping the activity. Prior to each work session, a visual site inspection shall identify glass, litter, sharps, trip hazards, unstable surfaces and other hazards. Records should be retained where appropriate.

6. Insurance

Provided volunteers are working at the request of and under the control of the Parish Council they will be covered by Council insurance subject to policy terms. Contractors undertaking specialist work must maintain appropriate insurance. Specialist tree contractors should hold public liability insurance of at least £5 million.

7. Tree Work, Equipment and Grounds Maintenance

Volunteers may only use equipment suitable for the task and within their competence. Volunteers shall not undertake chainsaw work, tree felling, climbing, aerial work or dangerous tree operations. Such work must be undertaken by qualified and insured contractors. Grass cutting and strimming may only be undertaken following risk assessment, inspection of the area, equipment checks and use of PPE. Eye protection and sturdy footwear are mandatory for strimming activities.

8. Clothing, PPE and Personal Safety

Appropriate PPE and clothing must be worn according to the risk assessment. This may include gloves, eye protection, hearing protection, high visibility clothing and weather protection. Open-toed footwear, sandals and unsuitable shoes must not be worn where safety is compromised. Jewellery and loose clothing presenting entanglement risks must not be worn. Long hair must be tied back where necessary.

9. Health and Safety Duties

All volunteers must have regard to the Health and Safety at Work etc. Act 1974 and all subsequent health and safety legislation.

10. Council Approval

Where the Parish Council is required to make a decision regarding volunteer work, a detailed and fully costed proposal must be submitted to the Clerk at least 10 days prior to the next Parish Council meeting.

11. Expenses

Expenses will only be reimbursed where prior approval for the work and associated costs has been given by the Parish Council and supported by receipts.

12. Notification of Work

Volunteers must inform the Parish Council of any work they intend to undertake prior to commencement.

13. Unauthorised Work

Residents undertaking work on Parish Council property without permission are not covered by this policy.

14. **Monitoring**

Where work is approved, the Clerk or nominated Councilor will monitor volunteer activities and report outcomes to the Council.

15. Confidentiality and Data Protection

Volunteers must comply with data protection legislation including UK GDPR.

16. Safeguarding

Where volunteer roles involve contact with children or vulnerable adults, appropriate safeguarding procedures and DBS checks shall apply where required.

Appendix A – Volunteer Declaration

Name: _____

Address: _____

Telephone: _____

Email: _____

I confirm that I have read and understood the Volunteer Policy, will comply with safety instructions, use required PPE, report hazards and accidents, and follow Council procedures.

Signature: _____

Date: _____