



Charlbury Town Council

Volunteer policy

This policy sets out the principles for voluntary involvement in activities authorised by Charlbury Town Council.

The Council 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 Council or members of the Council. Volunteers shall be required to note that only volunteer work that has 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.

Induction

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 the chair/council lead of the working group.

Training

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 used.

The 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 individual to whom authority has been provided by the Town Council to undertake the work / duty i.e. the chair or council lead of the working group. It is noted that much of the voluntary work undertaken is in the form of meetings so this may not always be necessary

Volunteer activity

Volunteers must inform the Town Clerk or the chair/council lead of the working group, of work they intend to carry out before commencing such work. This can be in writing via e-mail to the Town Clerk or by presence being minuted at a working group meeting. The record will be retained.

A risk assessment will be undertaken by the chair/ council lead of the working group in order to identify any risks that might be faced and how they will be managed. The risk assessment will have regard to any safeguarding arrangements. The Town Clerk is to receive a copy of the risk assessment ahead of work being undertaken. Visual inspections of the work area must be carried out and recorded prior to work commencing.



Volunteers must be informed about the task and its purpose, health, safety and supervision arrangements. Responsibility for this rests with the chair/council lead of working group to whom authority has been provided by the Town Council.

All volunteers shall have regard to the Health & Safety at Work Act 1974 when undertaking work. 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 1974, taking into account the competence of the volunteer(s) carrying out the proposed work.

All volunteers must have due regard to the fact that they are carrying out authorised work on behalf of Charlbury Town Council and as such are representing the Council, both in quality of work and possible interaction with the public.

A copy of this policy will be provided to all volunteers.

Equality

Volunteers expect to be treated equally and commit to treating others equally, regardless of their:

- age
- gender reassignment
- being married or in a civil partnership
- being pregnant or on maternity leave
- disability
- race including colour, nationality, ethnic or national origin
- religion or belief
- sex
- sexual orientation

Joint events

Some events and activities are organised jointly with other organisations. In these circumstances one organisation will be nominated as the organiser and will be responsible for insurance and volunteer management.

Appendix 1

VOLUNTEER AGREEMENT FORM

I _____ [Print name], volunteering for Charlbury Town Council, acknowledge that I have read, accept and adhere to the Volunteer Policy.

I understand that my contact details will be held on a Council database and not used for any other purpose unless my prior permission is given.

Signed _____ Dated: _____

Volunteer policy adopted: 30 November 2022