



Cantley with Branton Parish Council

VOLUNTEERS POLICY

1. Introduction to Volunteering

Cantley with Branton Parish Council (the organisation) aims to maintain and improve areas in the village to which the public have access and volunteers make a vital contribution to this aim. These may include helping to maintain the recreation ground, grass verges, open spaces, footpaths and various displays and other activities, around the parish.

We recognise the value and enjoyment that voluntary work brings to our community, be they volunteering members of the organisation, those who use our services or equipment, and volunteers making their own individual contributions. Old Cantley and Branton would not bloom without volunteers!

Cantley with Branton Parish Council aims to have a reciprocal and mutually beneficial relationship with all volunteers.

2. Supporting Volunteers in the Parish

The organisation confirms its commitment to involving volunteers in its work by supporting their activities, covering the organisation's volunteering members under our Public Liability Insurance, and also providing useful equipment to better deliver community benefits through safe and meaningful voluntary contributions.

The involvement of volunteers within our organisation will be guided by the following principles of enjoyment, good practice and shared experience:

- Health and safety are everyone's responsibility, and all must act in regard to others and themselves.
- Volunteers should consider themselves to be fit and healthy to undertake activities suggested and can stop at any time without question.
- On group events our volunteers expected activities will typically include a shared group brief prior to commencement of work by an experienced group member and
- Any uncertainties or concerns should be raised without hesitation; If in doubt, stop, and ask!
- The Clerk or a Cantley with Branton Parish Councillor will endeavour to be on hand at organised events to provide guidance and support to any requests.

3. Volunteers in Action

This policy provides a framework for the involvement of volunteers to create a safe, healthy working environment for enjoyment of activities beneficial to the parish.

All potential Cantley with Branton Parish Council volunteering members to will be asked to:

- a) Notify the Parish Clerk by email before commencing any work on behalf of the Parish Council and a record of volunteer activity will be kept.
- b) Familiarise themselves with the relevant risk assessment/s for work or equipment.
- c) Familiarise themselves with the equipment manufacturer's instructions or guidance given for the safe use any equipment they may use.
- d) Abide by the assessments & guidance given and undertake to use the appropriate precautions needed to reduce risk and act safely, including using personnel protective equipment (PPE) where required. If unsure or no PPE is available then stop, and ask! Do not proceed until you are satisfied it is safe to do so.
- e) To complete the 'Volunteers Agreement' – Appendix A - which requires an acknowledgment of personnel health, understanding and safe use of and competence to use any specified equipment.
- f) At any future date should a volunteer member wish to use equipment that was not identified and recorded in the initial process they will complete steps a) to d) before using that equipment. Failure in this undertaking invalidates insurance.

Note: The organisation may maintain volunteer records in compliance with the Data Protection Act as covered in the organisations records management policy.

After using equipment, volunteers are requested to complete an 'equipment use log' – Appendix B - detailing your use of particular equipment and a record of any faults or problems encountered in the use so they can be rectified. This record may also be useful to log time until equipment services are due to be completed.

4. Responsibility

Implementation and adherence to this policy is the responsibility of Cantley with Branton Parish Council and volunteers working with the organisation. Enjoyment of volunteering is yours.

Overall responsibility for the implementations, monitoring and review of the policy and procedures lies with Cantley with Branton Parish Council. A policy review will take place regularly and will form part of a normal agenda at a scheduled Parish Council meeting.

Dated: 10/07/23

Approved: 06/10/23

Review Date: 10/07/26



Cantley with Branton Parish Council

Volunteers Policy – Appendix A

VOLUNTEER AGREEMENT FORM

I,(print name), volunteering for
Cantley with Branton Parish Council, acknowledge that I have read accept and
adhere to the Volunteers Policy.

Signed:

Dated:



Cantley with Branton Parish Council

Volunteers Policy – Appendix B

EQUIPMENT USE LOG

Volunteer Name:	
Date and Time of Volunteering:	
Activity Volunteering for:	
Equipment Log/Equipment Used:	
Any Faults Found or Problems Hlghlighted:	
Reported to:	
Date/Time Reported:	