

# SOUTHWATER PARISH COUNCIL

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## **VOLUNTEERING POLICY**



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## 1. Introduction

- 1.1. Southwater Parish Council enlists the help of volunteers to allow the Council to develop its services to the local community. Volunteers will not be introduced to replace paid staff of the Parish Council.

## 2. Principles

### 2.1. Southwater Parish Council:-

- Recognises that voluntary work brings benefits to volunteers themselves, to service users and to paid staff.
- Will ensure that volunteer's skills and experiences are matched to the role they are undertaking.
- Expects that staff at all levels will work positively with volunteers.
- Will ensure that volunteers receive appropriate training, support and equipment needed in order to carry out their role.
- Reimburse reasonable expenses incurred. These expenses must be authorised in advance with the Council and are payable against a valid receipt.
- Will endeavour to involve volunteers from a wide range of backgrounds and abilities.

## 3. Recruitment

- 3.1 Recruitment of volunteers will be from all sections of the community, and will be in line with Southwater Parish Council's Equality Policy. Acceptance of an offer to volunteer will be subject to suitability to carry out the required task.

## 4. Volunteer Agreements and Voluntary Work Outlines

- 4.1 Volunteers will receive a role description, identifying the skills and experience that are needed. This will include full information about their chosen area of work and offer a clear idea of their responsibilities. They will also receive a volunteer agreement.

### 4.2 Volunteers will be expected to:-

- Maintain and uphold the good name and reputation of the Council.
- Treat all members, officers, service users and members of the public with respect and dignity.
- Adhere to all relevant Council policies and procedures, including is Safeguarding policy.
- Maintain, where appropriate, current Disclosure and Barring Service certificatio

## 5. Induction & Training

- 5.1 Volunteers will be offered appropriate training and support. This will be delivered by a suitably qualified Councillor or member of the Parish Council staff and include a tour of the area of activity, an explanation of the volunteer's role and a description of required essential procedures such as timekeeping.

## 6. Support

- 6.1 Volunteers will be assigned a named contact person, usual the Executive Officer and/or the appointed Councillor, who will provide advice and guidance as needed. This support might involve regular meetings to discuss any issues that may have arisen.

## 7. The Volunteer's Voice

- 7.1 Volunteers will be consulted in decisions that affect them. Southwater Parish Council is committed to developing consultation and representational procedures for volunteers.

## 8. Records

- 8.1 Any potential volunteer will be expected to complete a short, simple application form. This will request the name, address and contact details of the volunteer, a brief description of their experience and skills, details of the volunteer's current Disclosure Barring Service status and a referee. Minimum details will be kept on volunteers. This will include the volunteer's placement details, crisis contact, correspondence and any other relevant information in accordance with Southwater Parish Council's policies and procedures, most particular with respect to Data Protection.

## 9. Expenses

- 9.1 Southwater Parish Council will ensure that there is a clear and accessible system to enable volunteers to claim out of pocket expenses, subject to compliance with the Council's policies and procedures.

## 10. Insurance

- 10.1 Volunteers will be covered by insurance whilst carrying out agreed duties provided Council policy is adhered to. For this purpose advance notice of any activity to be carried out will be required, including the nature of the work, the time and date of the work and the name of the volunteer. This will be supplied by the Executive Officer and/or appointed Councillor.

## 11. Health & Safety

- 11.1 Southwater Parish Council will take all reasonably practicable steps to ensure the volunteers' health, safety and welfare whilst at work.

## 12. Terms of Reference for A Volunteer (Insert Position)

The post will run for a trial period of \_\_\_\_\_ from the date of commencement.

The post holder will report on a day to day basis to the Executive Officer/DeputyAssistant Officer or appointed Councillor leading the particular project.

The post holder will be required to adhere to the Council's Volunteering Policy (copy attached).

As detailed in the Volunteering Policy, all volunteers will be required to complete a brief application.

The role will include:-

Liaising and working with the Executive Officer or appointed Councillor, with regards to any tree project/issues within the village.

The reporting any areas of concern, in relation to tree issues to the Executive Officer.

Hold information on existing TPO's (Tree Preservation Orders) and trees in Conservation Areas and recommending further trees for TPO's.

When requested providing input on tree works applications on TPO trees or those in a conservation area.

Recommending new planting, setting up tree planning opportunities in conjunction with the Executive Officer or appointed Councillor, and renewing existing stock where required.

Liaising with Horsham District Council's and any other outside bodies as required and attending events where appropriate with local groups etc., (with the prior agreement of the Council).

The post may be terminated by either party giving one week's notice.

Southwater Parish Council