

# Mundford Parish Council

## Volunteer Policy

This Policy sets out the principles for voluntary involvement in activities that are authorised by Mundford Parish Council (“the Council”)

This Policy applies to volunteers working on behalf of the Council and does not apply to those employed by the Council nor to members of the Council.

### 1. Introduction

The Council recognises that volunteers may contribute in many ways to the local community and work of the Council. It is the Council’s aim to ensure that a volunteer’s experience is positive and is as beneficial as possible to the volunteer, the Council and the parish of Mundford.

### 2. Volunteer Activities

Mundford Parish Council has overall responsibility for their volunteer activities.

Opportunities will be assessed by Parish Councillors at an official Parish Council meeting

A suitably trained or experienced Parish Councillor or the Clerk will be assigned and authorised to manage each volunteer activity and to support the volunteers as their supervisor on behalf of the Council.

Volunteers will be informed about the relevant opportunity and its purpose, health, safety and supervision arrangements. Responsibility for this rests with the Supervisor.

### 3. Risk Assessment and Management

The Council will undertake a risk assessment to identify any risks that might be faced and to plan how they will be managed or mitigated

The risk assessment will include as a minimum:

- The activity
- Safeguarding requirements and arrangements
- The existing competency of volunteers
- The circumstances of the work (eg degree of supervision)
- The tools and/or equipment being used
- Training requirements

The level of supervision and training will be sufficient to ensure the health and safety of volunteers and any people who might be affected by the work.

The Parish Clerk will hold a copy of the risk assessment ahead of work being undertaken, together with a list of volunteers carrying out tasks as required by their insurance company.

### 4. Parish Council Responsibilities

If, after assessment, it is decided to proceed the following will apply.

Adopted: June 4<sup>th</sup> 2026

To be reviewed: May 2028

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- Each volunteer will receive a copy of this Policy and a Volunteer Agreement to sign (a copy is attached at Annex 1) giving details of the expectations of the volunteering role
- Each volunteer has a role/task description
- The volunteer will receive training as necessary to assist them to carry out their role and ongoing support and supervision that are appropriate to the opportunity

## 5. Insurance

Volunteers who carry out volunteer work that has been authorised by the Parish Council will be covered by the Council's Public Liability insurance.

Volunteers who need to drive as part of their volunteer work are required to inform their motor insurance company in writing that they will be driving in a volunteering role.

## Appendix 1

### Volunteer Agreement Form

### Volunteer Responsibilities

Volunteers will:

- Attend their volunteering on the day and time agreed with the Supervisor
- Contact the Supervisor if they are unable to attend their volunteering
- Be aware of, and confirm to, the health and safety requirements whilst undertaking opportunities (volunteers will not be authorised to carry out work that the Parish Council considers to be hazardous or that would contravene the principles of the Health & Safety at Work Act, taking into account the competence of the volunteer(s) carry out the proposed work
- Treat others with respect

I \_\_\_\_\_ [sign and print name]

volunteering to \_\_\_\_\_ [type of work] managed by

Mundford Parish Council, acknowledge that I have read, accept and will adhere to the Volunteer Policy and Volunteer Responsibilities

Signed.....

Dated.....

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