



## 022 (b) Volunteers Policy

This policy applies to volunteers working on behalf of the parish council and sets out the principles for voluntary involvement in activities authorised by Rothley Parish Council. The council acknowledges that volunteers make valuable contributions in many ways, and that volunteering can benefit the council, local communities and the volunteers themselves.

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 will keep some basic contact details of all volunteers.

### Volunteer activity

1. Volunteers should inform the Parish Clerk, or someone appointed by the Clerk of the work of the tasks they intend to carry out before commencing by email which will be retained for record purposes.
2. Volunteers must be appropriately experienced to carry out the tasks that they are undertaking.
3. Risk assessments for the tasks will be available from the Parish Clerk and will be shared with the volunteers to ensure that any risks whilst carrying out their tasks are identified.

The risk assessment will include

- The job or activity
  - The experience of volunteers
  - The nature of the work
  - The tools and/or equipment being used
  - Training requirements (if any)
4. Volunteers must be aware of the tasks and purpose, and responsibility for this rests with the event organiser to whom authority has been provided by the parish council.
  5. All volunteers shall have regard to the Health & Safety at Work Act 1974 when carrying out the proposed work.
  6. A copy of this policy will be provided to all volunteers.

### VOLUNTEER AGREEMENT

I \_\_\_\_\_ [Print name], volunteering for Rothley Parish Council, acknowledge that I have read accept and adhere to the Volunteer Policy.

Signed

\_\_\_\_\_ email \_\_\_\_\_

Phone no. \_\_\_\_\_ Dated:

Reviewed and amended 15<sup>th</sup> March 2021 minute ref 20/239

Reviewed 17/05/2021 at the Full Council Meeting , minute ref: 21/355 – no amendments

