

# **Tintwistle Parish Council**

## **Volunteer Policy**



Adopted August 2024	Reviewed:	Next review due August 2027
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### **1.1 Introduction**

1.2 Many of the Parish Council's activities involve working in partnership with community and voluntary groups, also volunteers work directly with the Council for a number of reasons:

- To increase our contact with the local community we serve
- To help ensure our services reflect the needs of our community
- To increase skills, experience, perspectives and diversity in the workplace
- To temporarily increase our skills and capacity.

1.3 Tintwistle Parish Council does not aim to introduce volunteers to replace paid staff. We expect that staff at all levels will work positively with any volunteers and where appropriate, will actively seek to involve them in their work.

1.4 We acknowledge that volunteers require training for them to do their role effectively.

1.5 Volunteers may come through community groups or direct from the community.

1.6 The following guidelines deal with practical aspects of volunteering with the Parish Council. More information can be obtained via email and in copies of policies mentioned here.

## **2. Recruitment**

2.1 All prospective volunteers will be interviewed to find out what they would like to do, their skills, suitability and how best their potential might be realised.

## **3. Volunteer Agreement and Task Descriptions**

3.1 Each volunteer will have an agreement establishing what Tintwistle Parish Council undertakes to provide for them. Also volunteers will be asked to agree to a written outline of the specific work they will be undertaking. Neither of these documents is intended to form a contract. Tintwistle Parish Council has no intention of creating a contract with any volunteers. Each volunteer will also be given information about the Council.

## **4. Induction and training**

5. All volunteers will receive an induction into Tintwistle Parish Council and their own

area of work. Training will be provided as appropriate. Where possible, volunteers will be entitled to receive additional training, such as obtaining the Derbyshire Volunteer Passport, on the same basis as paid staff. Support

- 5.1 All volunteers will have a named person as their main point of contact. They will be provided with regular supervision to feedback on progress, discuss future development and air any problems.

## **6. The Volunteer's Voice**

- 6.1 Volunteers are encouraged to express their views about matters concerning Tintwistle Parish Council and its work to staff and councillors to their main point of contact.

## **7. Insurance**

- 7.1 All volunteers are covered by Tintwistle Parish Council's insurance policy whilst they are on the premises or engaged in any work on our behalf.

## **8. Health and Safety**

- 8.1 Volunteers are covered by Tintwistle Parish Council's Health and Safety Policy, a copy of which will be provided to each volunteer.

## **9. Equal Opportunities**

- 9.1 Tintwistle Parish Council operates an Equality and Diversity Policy in respect of both paid staff and volunteers. A copy will be provided. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

## **10. Protection of Children and Vulnerable Adults**

- 10.1 If the volunteer is to work in a regulated activity within the Council, the Council will carry out enhanced DBS checks and ensure the volunteer is not on the barred list with the Disclosure and Barring Service. The Council will ensure there is a proportionate balance between civil liberties and safeguarding vulnerable groups, including children.

## **11. Problem Solving**

- 11.1 We aim to identify and solve problems at the earliest possible stage.

## **12. Confidentiality**

- 12.1 Volunteers will be bound by the same requirements for confidentiality as paid staff.

This policy was adopted at the Parish Council meeting in August 2024.