

# PETROCKTOWE PARISH COUNCIL

## VOLUNTEER POLICY

### 1. Introduction

- 1.1 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.
- 1.2 We will ensure that volunteers feel part of the Parish Council structure by enabling them to contribute to our ongoing development.
- 1.3 Petrockstowe 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 satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing 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.

### 2. Expenses

- 2.1 Expenses carried out on behalf of the Parish Council will be met. Limit to be agreed with the PC prior to expenditure.

### 3. Support

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

### 4. The Volunteer's Voice

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

### 5. Insurance

- 5.1 All volunteers are covered by Petrockstowe Parish Council's insurance policy whilst they are engaged in any work on our behalf.

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

- 6.1 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 has a Protection of Children and Vulnerable Adults Policy which will be made available to volunteers. The Council will ensure there is a proportionate balance between civil liberties and safeguarding vulnerable groups, including children.

## **7. Confidentiality**

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

## **8. Equal Opportunities**

- 8.1 Petrockstowe Parish Council operates an Equal Opportunities Policy in respect of both paid staff and volunteers. Volunteers will be expected to have an understanding of and commitment to equal opportunities.

## **9. Problem Solving**

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

Adopted by Petrockstowe Parish Council – 15/06/2020

Readopted 16<sup>th</sup> May 2023