

MILTON ERNEST PARISH COUNCIL

Volunteer Policy Document

1.

Milton Ernest Parish Council (MEPC) recognises the value of using volunteers for appropriate tasks within the Village. Volunteers can make a significant difference to the local environment and village welfare. Volunteering also provides an opportunity for the local community to come together and foster a real sense of community.

MEPC encourages and supports voluntary activity to assist members of the MEPC. It is recognised that volunteers can bring a wealth of skills and experience that can make a positive impact on our community and village. Volunteering can benefit the individual through the learning of new skills, meeting new people and assisting with making a positive change.

1.1

This document sets out the policy and procedures relating to the engagement and management of volunteers and their activities. Volunteers must have due regard to the fact that they are working on behalf the MEPC and their conduct, quality of work and interaction with the public must be appropriate.

1.2

The MEPC will ensure that all volunteers are treated fairly with dignity and respect taking into account any protected characteristics that may be presented by volunteers.

1.3

Anyone undertaking tasks on behalf of the MEPC or on any land controlled or managed by the MEPC must be registered to do so. Details on how to register is contained within this policy document (Annex A). These details will be subject to the GDPR policy of the MEPC. Volunteers who no longer wish to undertake this role should make this known to the MEPC so their details can be removed from the volunteer list.

Health & Safety

2.

The Health & Safety at Work Act (1974) is the main legislation covering occupational health and safety in the United Kingdom. It sets out general duties for employers to ensure that as far as possible their employees, and others who may be affected by their activities including **volunteers** and members of the public are protected from physical, financial and emotional harm.

2.1

MEPC will ensure that as far as reasonably practicable a suitable and sufficient Risk Assessment will be in place for all activities undertaken by volunteers in accordance with the Management of Health & Safety at Work Regulations 1999

Volunteer Procedures

3.

3.1	All new volunteers will be required to sign a covering statement to confirm they have read and understood the Volunteer Policy Document and to comply with the content, and also to comply and agreed with provided Risk Assessments.
3.2	Volunteers must be competent to carry out the role they are undertaking. In certain circumstances the MEPC will consider providing specialist training in order to ensure the Health, Safety and Welfare of the volunteer and / or members of the public. It is recognised that volunteers may utilise their own tools and equipment for certain tasks. Where this is the case the individual must ensure they are suitable and sufficient for the task and that the operator is qualified and/or competent in its use. All control measures will be detailed within the Risk Assessment.
3.3	Volunteers must be aware of their responsibilities to maintain their own safety and the safety of others working with them who may be affected by their activity.
3.4	There may be volunteer activities that requires a Disclosure and Baring Services (DBS) check. The MEPC will identify this need and allocate an appropriate volunteer for these tasks. The MEPC will not normally manage DBS applications on behalf of volunteers. Any volunteer with a DBS should register on the Government Update Service and declare this to MEPC
3.5	The MEPC Public Liability and Professional Indemnity insurances will apply to volunteers and their activities. These insurances will only apply to activities that have been agreed by the MEPC.
3.6	All activities will be subject to Risk Assessment and where appropriate a Method Statement. The Risk Assessment may be dynamic (verbal), specific or generic (written)
3.7	Volunteers will undergo a suitable and sufficient briefing prior to commencement of work. This may be a written or verbal brief.
3.8	Any medical issues must be highlighted by the individual before tasks are commenced. Any injuries sustained during work activity must be brought to the attention of the organiser or other volunteers in attendance. Volunteers are requested to declare if they have a first aid qualification and make this known to all participants attending a session. It is desirable that a qualified first aider has their own first aid kit in attendance.
3.9	Lone working will be discouraged, however MEPC recognise that on occasions this will be necessary and/or desirable in order to achieve the task.

4.

This policy does not form a formal contract between a volunteer and MEPC. It will be subject to adhoc review when the MEPC deem it appropriate and formal review in February 2027. This policy should be read in conjunction with established policies and procedures set out on the MEPC Website.

Annex A

Anyone wishing to undertake voluntary work on behalf of MEPC must supply the following information to the Parish Clerk before commencing any activity.

- Name
- Full Address
- Contact Phone Number
- Email Address
- Next of Kin Declaration
- Qualified First Aider (Yes/No)
- Up to date DBS (Yes/No)

A volunteer that no longer wishes to undertake the role should contact the Parish Clerk to be removed from the list.

All personal information will be held securely by MEPC and is subject to GDP regulations

Review February 2027