



Preesall Town Council Volunteers Policy

INTRODUCTION

Preesall Town Council acknowledges and values the support that volunteers provide to the local community. This policy sets out the broad principles for voluntary involvement in activities overseen by Preesall Town Council. It will be reviewed annually to ensure that it is relevant to the needs of the Town Council and its volunteers.

The council also recognises that volunteers are motivated, because it is their choice to volunteer and give their time freely. In return, the council wishes to provide volunteers with opportunities that will help them to develop new skills and experiences.

The aim of this policy is to ensure volunteers are safe and appreciated when volunteering with the council. It is designed to provide a framework for how the council will manage volunteers and what volunteers can expect from the council; it sets out the principles and practice by which the council will involve volunteers.

This policy applies to all volunteers undertaking work or duties on behalf of the council in a voluntary capacity. It does not apply to those who are directly employed or contracted by the council or to councillors. Volunteers are unpaid and of their own free will contribute their time, energy and skills to benefit the community.

Other volunteering opportunities on Town Council property, that arise from the community, must be authorised by the Town Council. Volunteers must inform the Town Council of the work they intend to undertake before commencing such work by contacting the Clerk.

PRINCIPLES

- All employees will be expected to work positively with any volunteers and, where appropriate, will actively seek to involve them in their work.
- The council will not introduce volunteers to replace paid staff.
- The council is committed to providing equal opportunities for all volunteers, irrespective of their characteristics, gender, race, age, faith, disability or sexual orientation, and opposes all forms of unlawful or unfair discrimination. The council's Equality Policy for employees will always be adhered to in relation to the recruitment and support of volunteers.

RECRUITMENT AND INDUCTION

- The council may recruit volunteers using a range of methods, including word of mouth, advertising, talking with other organisations or engaging volunteers through another organisation. It may also directly approach people who have previously volunteered with the council.

- Preesall Town Council volunteer opportunities are advertised through Parish media, including the Focus magazine, Town Council notice boards, Town Council website and the Town Councils social media sources.
- The council will endeavour to help a volunteer overcome barriers which may make it difficult for them to volunteer.
- Whilst not applicable for the majority of volunteering opportunities with the council, for certain voluntary roles prospective volunteers may be interviewed by the volunteer coordinator to assess their suitability and it may also be necessary to obtain references or a DBS check.
- All volunteers will be asked to complete and sign the volunteer form at the end of the policy (**Appendix A**) which details the role they are agreeing to undertake, indicates agreement to the council's relevant policies and sets out the commitment from the council.
- Volunteers must undergo an induction appropriate for the task being undertaken. This should include health and safety, what to do if there are any problems, and an introduction to other relevant individuals. The Town Council will work with the individual authorised to undertake the work to ensure appropriate induction takes place.
- Volunteers must be adequately trained to be able to carry out the role. It must be sufficient to ensure their health and safety and, as far as reasonably practicable, that of any people who might be affected by the volunteer work. The Town Council will work with the individual authorised to undertake the work to assess training needs and provide appropriate training as required.

SUPPORT, INVOLVEMENT AND PROBLEM SOLVING

- All volunteers will have a named person as their main point of contact.
- Where appropriate (for example for ongoing volunteer work) volunteers will receive regular supervision to feedback on progress and discuss future development.
- The council may offer training and development opportunities where it helps fulfil the volunteer's role or where it is required for health and safety purposes or in compliance with law.
- Volunteers are encouraged to express their views about matters concerning the Town Council, its facilities, services and events to the clerk and councillors. The council welcomes volunteers proactively providing feedback and making suggestions for how things may be done differently in future.
- If volunteers are dissatisfied with any aspect of their work or wish to resolve a problem, contact should be made in the first instance with the Clerk or Chair of the council.

HEALTH AND SAFETY

- The council has responsibility for the health and safety of its volunteers and will undertake a risk assessment of all volunteering activities
- A risk assessment must be undertaken in order to identify risks that might be faced and how they will be managed. The Clerk must sign off a copy of such risk assessment records. The Town Council will work with the individual authorised to undertake the work to ensure appropriate risk assessments are undertaken.

- Volunteers must always follow the council's health and safety policies and procedures; they have a duty of care to themselves and others who might be affected by their actions. Volunteers may also need to disclose any medical conditions which affect their ability to undertake certain activities.
- The council will inform volunteers of any specific health and safety measures which must be taken during a voluntary activity and volunteers must wear any PPE as required. Sensible and appropriate protective equipment should be worn including stout footwear and high visibility vests.
- Volunteers must report any accidents to the clerk, and any incident forms must be completed.
- On condition that volunteers are working on behalf of the Town Council and at their direct request, then they will be insured under the Town Council's Public Liability and Employer's Liability cover. However, the Council does not insure the volunteer's personal possessions against loss or damage and if volunteers use their own tools or equipment the Town Council cannot be held liable for any injury, loss or damage arising from a fault or defect with these.

EXPENSES

- Expenses will be paid only with the prior approval of the Town Council and after receipt by the Town Council of paper receipts in respect of same. Provision of any safety equipment or clothing needs that are identified during the risk assessment process must be authorised in advance by the Town Council.

VOLUNTEER CONDUCT

- Volunteers represent the council and whilst they are not employees there are certain expectations the council has for its volunteers. Volunteers are expected to:
 1. undertake their volunteering duties to the best of their ability
 2. treat all volunteers, staff, contractors and members of the public fairly and courteously
 3. respect decisions taken by staff and follow all reasonable instructions
 4. follow safety procedures and wear any PPE provided
 5. wear appropriate clothing (including suitable footwear), provided identification (if required), and take necessary steps to protect themselves in the environment they are working in (e.g. protection from UV rays through the use of sunscreen and a hat)
 6. not behave in a way which could bring the council into disrepute
 7. return any equipment/clothing supplied at the end of their duties
- Volunteers are requested to respect neighbours and residents when carrying out voluntary work. If the nature of the work is such that it is potentially disruptive to others, it should only be carried out during sociable daylight hours, unless agreed with the council.
- Volunteers may have access to personal data or sensitive information about the work of the council, its volunteers and staff, clients or other organisations.
- In accordance with the Data Protection Act 2018 volunteers will only have access to personal or sensitive information they need to fulfil their specific role and this shall be approved by the Clerk.

- There is an absolute requirement both during and after volunteering with the council to maintain confidentiality and not pass on information to any individual or third-party organisation unless required to do so by law.

RIGHT TO LEAVE

- The council recognises that volunteers give their time freely and are under no obligation to give notice. However, it is greatly appreciated if volunteers can provide advance notice if they are either unable to attend their volunteer role or wish to end their volunteering arrangement with the council.

Document control			
Document title			
Volunteer policy and Volunteers Form			
Version number	Date approved	Author	Next Review
V1.0	10.03.2026	Debbie Smith – New policy created	March 2027

APPENDIX A – Preesall Town Council Volunteer Form

If you are requesting to carry out work for the Council on a voluntary basis, section 1 of this form needs to be completed and signed by you (and/or parent if required) and returned to the Council. The Council will complete section 2, sign and forward a copy of the completed form to you, for your retention and reference. Upon signing this form, you are entering into an agreement with Preesall Town Council to abide by this policy and procedure.

SECTION 1.

Name:		
Address:		
Contact Numbers:		
Date of Birth: Example 01/01/2001	____/____/____	Age: ____ Years Old
If you are under 16 years of age when completing this form, parental permission and adult supervision whilst carrying out the volunteer work is required:		
Parental Permission Signature: _____		Relationship to above person: _____
Reason for requesting Volunteer work: i.e. work on behalf of in Bloom		
Type of Volunteer work to be carried out, when and for how long: i.e. planting/watering/ litter picking (Saturday mornings for 3 months)		
I have read the insurance guidelines and training information relevant to the role.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I agree to use the equipment and wear the protective equipment supplied by the Council.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I confirm I am physically fit and able to carry out the work expected and specified above.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I confirm the information in this form is accurate:		
Signed by the Applicant: _____ Print: _____ Date: _____		
Signed by the Applicants Parent: _____ Print: _____ Date: _____ (only if required under the Date of Birth question)		

APPENDIX B – For completion by the council

SECTION 2.

Agreed work to be carried out by volunteer, specifics:	<i>(insert work to be undertaken):</i> Day(s) of week: _____ Start/End Dates: _____
Equipment to be supplied:	Hi-vis vests: <input type="checkbox"/> Yes <input type="checkbox"/> No Other equipment:
Date presented and approved by Council:	Committee: ____/____/_____ Full Council: ____/____/_____
Information verified by the Clerk:	
Date applicant copied form:	Start date confirmed as:
Date equipment supplied:	Date Insurance informed: