



Preesall Town Council Volunteers Policy

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.

- This policy applies to volunteers working on behalf of, but not employed by, the Town Council. Volunteers are unpaid and of their own free will contribute their time, energy and skills to benefit the community.
- Town Council volunteer opportunities are advertised through Parish media, including the Focus magazine, Town Council notice boards and the Town Council website.
- 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.
- 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 expect to be treated equally, regardless of their gender, race, age, faith, disability or sexual orientation.
- 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.
- Volunteers must undergo an induction appropriate for the task being undertaken. This should include health and safety, what to do if there is a problem 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.

- 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.
- 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.
- Sensible and appropriate protective equipment should be worn including stout footwear and high visibility vests.
- 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.
- 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.
- Volunteers will be required to complete Preesall Town Council's Volunteers form – see below.

Document control			
Document title			
Volunteers policy			
Version number	Date approved	Author	Next Review
V1.0 final	11.11.19	Alison May	November 2020
V1.1 final	09.11.2020	Alison May	November 2021
V1.1 final	08.11.2021	Alison May	November 2022
V1.1 final	14.11.2022	Alison May	November 2023

Preesall Town Council

VOLUNTEERS 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.

SECTION 1

Name:			
Address:			
Contact Numbers:			
Date of Birth:	□□:□□:□□□□		□□ years of age
If you are <u>under</u> 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: ie, work on behalf of in Bloom			
Type of Volunteer work to be carried out, when and for how long: ie, 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: _____			
Signed by the Applicants Parent: (only if required under the Date of Birth question) _____			

SECTION 2 - for completion by the Council

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 checked="" type="checkbox"/> Other equipment _____		
Presented and approved by Council:	Committee: □□:□□:□□ Full Council: □□:□□:□□		
Information verified by the Clerk: _____			
Applicant copied form: □□:□□:□□	Start date confirmed as: □□:□□:□□		
Equipment supplied: □□:□□:□□	Insurance informed: □□:□□:□□		