

VOLUNTEER POLICY

Approved: 14th May 2024

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 Rusper 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 Town Council. More information can be found on our website 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 Volunteers will be asked to agree to a written outline of the specific work they will be undertaking. This is not intended to form a contract. Rusper Parish Council has no intention of creating a contract with any volunteers.

4. Expenses

4.1 Pre-approved expenses incurred as a result of volunteering for the Parish Council will be met.

5. Training

5.1 Where possible and necessary, volunteers will be trained in how to fulfil their role.

6. Support

6.1 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.

7. The Volunteer's Voice

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

8. Insurance

8.1 All volunteers are covered by Rusper Parish Council's insurance policy whilst they are on the premises or engaged in any work on their behalf.

9. Health and Safety

9.1 Each activity undertaken by a volunteer will be risk assessed by the Clerk. This must be complied with.

10. Equal Opportunities

10.1 Rusper Parish Council operates an Equal Opportunities Policy in respect of both paid staff and volunteers. A copy can be seen on the Rusper Parish Council website.

11. Problem Solving

11.1 We aim to identify and solve problems at the earliest possible stage. Any issues should be brought to the attention of the Clerk, who will aim to solve the problem quickly and efficiently.

12. Confidentiality

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

13. Appreciation

13.1 The Council is grateful for all help received from volunteers and acknowledges that the work of volunteers is essential for building links with the community and keeping running costs lower for all residents. The Clerk will send thanks to all volunteers on behalf of the Council, and where appropriate, will publish thanks on the Council website and social media page (while adhering to data protection legislation).