APPROVED BY TALATON PARISH COUNCIL AT ITS MEETING 5TH MARCH 2025
REVIEWED AND APPROVED BY TALATON PARISH COUNCIL AT ITS MEETING ON 4TH MARCH 2026

TALATON PARISH COUNCIL
VOLUNTEERING POLICY

This Policy applies to volunteers working on behalf of Talaton Parish Council (`the Council`) and sets out the principles for voluntary involvement in activities authorised by the Council. The Council acknowledges that volunteers make valuable contributions in many ways, and that volunteering can benefit the Council, local communities and the volunteers themselves.

The Policy applies to volunteers working on behalf of the Council, not those employed by the Council or members of the Council

IT IS AGREED:-

1. Volunteers shall be required to note that only volunteer work that has been authorised by the Council will be covered by the Council's Public Liability Insurance Policy.
2. The Council will keep some basic contact details of all volunteers in accordance with its insurer`s requirements
3. In the first instance a suitably trained or experienced Parish Councillor (`Councillor`) will be assigned and authorised to manage each volunteer activity and to support the volunteers as their supervisor on behalf of the Council. In some cases more than one Councillor may be assigned and authorised to manage a volunteer activity and in the case of a lack of a councillor or councillors, the Parish Council Clerk (`the Clerk`) will be authorised to manage and support volunteers
4. The level of supervision and training provided by the Council/Councillor/Clerk will be sufficient to ensure the health and safety of volunteers, and any people who might be affected by the work
5. Volunteers should satisfy themselves that they are fit and able to carry out the duties for which they are volunteering
6. Risk assessments for the tasks will be available from the Clerk/Councillor and will be shared with the volunteers to ensure that any risks whilst carrying out their tasks are identified. The risk assessment will include:-

   • The job or activity
   • The experience of volunteers
   • The nature of the work
   • The tools and/or equipment being used
   • Training requirements (if any)

7. Volunteers are covered by the Council's Health and Safety Policy, a copy of which will be provided to each volunteer upon request or can be downloaded from Council Documents - Talaton Parish Council
8. The Council operates an Equality Diversity and Inclusion Policy in respect of both paid staff and volunteers. A copy will be provided upon request or can be downloaded from Council Documents - Talaton Parish Council Volunteers will be expected to have an understanding of and commitment to the Council`s Equality Diversity and Inclusion Policy.
9. Volunteers will be bound by the same requirements for confidentiality as paid staff.
10. Personal information recorded about volunteers is stored and maintained in accordance with our privacy policy and data protection policy.
11. Each Volunteer shall complete and sign the declaration re `Volunteer Agreement`

VOLUNTEER AGREEMENT

I _____[Print Full Name], volunteering for Talaton Parish Council, acknowledge that I have read, accept and shall adhere to the current Volunteer Policy and that the same requirements will apply to any Risk Assessment I am provided with by the Council relating to a Council volunteering activity

Signed_____Dated_____

Address_____

_____

Email_____

Phone no._____