

1. INTRODUCTION

Volunteering is a great way to share enthusiasm, skills and ideas whilst having fun and meeting like-minded people. By volunteering, residents can make a positive contribution to our community and it can help with the work we carry out on a day to day basis or help with special projects.

2. PURPOSE OF A VOLUNTEER POLICY

By involving volunteers, Walton Community Council seeks to

- Enhance its service provision;
- Develop new skills and perspectives; and
- Increase community engagement within the local community

3. PRINCIPLES

The Volunteering Policy will be underpinned by the following principles:

- Volunteers should be properly inducted and understand where they fit in with the Council;
- Volunteers are not inducted to replace paid staff;
- Staff will work positively with volunteers;
- Volunteers will be treated in a fair and consistent way;
- Volunteers should understand what support is available to them and what they can expect from the Council.

4. RECRUITMENT

All prospective volunteers will be welcomed as part of the Parish Guardians scheme. Volunteers will be assigned tasks commensurate with ability and desire to undertake the work. Volunteers will be encouraged to take part and a risk assessment will be undertaken in respect of activities and tasks assigned.

5. VOLUNTEER AGREEMENTS

Each volunteer will sign a Volunteer Agreement which will set out the volunteer relationship between Walton Community Council and the volunteer (Appendix A). Volunteers should satisfy themselves that they are fit and able to carry out the duties for which they are volunteering.

6. INDUCTION AND TRAINING

All volunteers will participate in an induction programme which will include:

- Information about Walton Community Council
- Details of the Parish Guardian Scheme
- Information about the role of a volunteer and what is to be expected from the volunteer and the Council.
- Networking and meeting other volunteers
- Details of relevant policies
- Specific Training and ongoing learning opportunities

8. SUPPORT

All volunteers will have a named person/s as their main contact, who will provide regular support, discuss any training needs and deal with any matters arising.

9. HEALTH AND SAFETY

Volunteers will be covered to carry out authorised activities through Walton Community Council's public liability insurance. The Council will provide health and safety information and undertake a risk assessment of all assignments.

10. EQUAL OPPORTUNITIES

Walton Community Council operates an Equalities policy in respect of both paid staff and volunteers. A copy of the policy will be provided during induction.

11. CHILD / ADULT PROTECTION

Volunteers must be willing to undertake a DBS check (Disclosure and Barring Service) if their role involves working with children or vulnerable adults. Although unlikely, any DBS check will be carried out with no charge to the volunteer.

12. CONFIDENTIALITY

Volunteers must adhere to confidentiality guidelines which will be explained to them during their induction.

Added May 2018 (to be adopted by Full Council):

GENERAL DATA PROTECTION REGULATION 2018

Volunteer's personal data will be collated and used in accordance with the General Data Protection Regulation 2018. When an individual applies to join the Parish Guardians (volunteer) scheme, the Council will use their details for that purpose only. Parish Guardians are required to sign our Volunteer Policy, which includes details of how their information is to be stored and used. When volunteers leave the scheme, individual's data will be deleted in line with the Council's retentions policy.

VOLUNTEER POLICY

Volunteer Agreement

Name:.....

Address:.....

.....

.....

Post Code: Email:.....

Contact Telephone Number:..... Mobile:.....

I Agree to:

- Volunteer for activities arranged and authorised by Walton Community Council under its Parish Guardians Volunteer Programme.
- Perform the role to the best of my ability.
- Adhere to the Council's Volunteer, Health & Safety, Equalities Policies and General Data Protection Regulation 2018.
- Satisfy myself that I am fit and able to carry out the duties for which I am volunteering.
- Maintain the confidential information of the organisation.
- Meet mutually agreed time commitments and standards.
- A DBS (Disclosure and Barring) check, if appropriate.
- Inform Walton Community Council of any issues or concerns, in respect of any assigned activities.

This agreement may be cancelled at any time at the discretion of either party. Neither party intend any employment relationship to be created either now or at any time in the future.

SIGNED:DATE:.....
(VOLUNTEER)

SIGNED: DATE:.....
(Walton Community Council)

The information you provide will be kept on a database of volunteers and will be used only to contact you about Parish Guardian (volunteer) events, activities and updates, unless to have opted for further information to be provided to you. Your information will remain confidential and will not be shared with any other third party.

Walton Community Council, MK SNAP Building, 20 Bourton Low, Walnut Tree, Milton Keynes MK7 7DE.
Telephone: 01908 694758.
Office Hours: 9.30am to 2.30pm Monday to Friday.

Adopted January 2017 (Information about GDPR 2018 added May 2018 - to be agreed by Full Council)