

# Lostock Gralam Parish Council

## Volunteer Policy

1. **Introduction** Lostock Gralam Parish Council has adopted this policy in order to comply with Section 3 of the Health and Safety at Work Act, 1974 –

...The purposes of HSWA include protecting people other than those at work from risks to their health and safety when these arise out of or in connection with the activities of persons at work....

2. **Purpose of this Policy**  
Lostock Gralam Parish Council values volunteers and welcomes their contribution to community life in the village. This policy seeks to protect and support volunteers working for the Parish Council or Cheshire West and Chester (CWAC) and to set down the Council's responsibilities to comply with its own employment and insurance obligations.

3. **What We Do**

Lostock Gralam Parish Council works to create a lively and happy community.

We want to look after our local environment, encourage bio-diversity and reduce carbon emissions where possible.

We respect contributions from everyone and we aim to listen to what the community has to say.

We want to improve the economic, social and mental wellbeing of everyone in our Parish and to provide the very best local facilities and services that we can all afford.

#### **4. Valuing and Supporting Volunteers**

Many of our activities involve working in partnership with community groups and volunteers.

We will ensure that volunteers feel valued and supported and we will welcome their views.

Where appropriate, we will provide training, equipment, briefings and communications.

#### **5. Working Alongside the Council**

Lostock Gralam 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.

#### **6. Who Are Our Volunteers?**

Volunteers may come through community groups, direct from the community or be students from a local school or college (over the age of 16). Volunteers may give time regularly or on an occasional basis. Every volunteer has their own personal motivation and preference which we will respect.

#### **7. How We Work With Our Volunteers**

The following guidelines deal with practical aspects of volunteering with the Parish Council.

## **8. The Parish Council Will:**

- Have a named parish councillor to act as point of contact.
- Organise the volunteer activities and plan the sessions.
- Provide training, equipment and health and safety advice
- Maintain communication with volunteers and promote activities
- Carry out risk assessments to ensure everyone stays safe.

## **9. Volunteer Agreement and Task Descriptions**

Volunteer Roles are identified under Appendix 1 of this document.

Each volunteer will have an agreement establishing what Lostock Gramam Parish Council undertakes to provide for them – mainly this is to ensure safety and insurance.

Volunteers will be asked to agree to these simple guidelines.

These documents do not form any sort of contract. Lostock Gramam Parish Council has no intention of creating a contract with local volunteers.

When volunteering for CWAC they must follow CWAC Guidelines and working practices which will be available from CWAC

## **10. Expenses**

The Parish Council believes that volunteers should not suffer financially.

Expenses may therefore be paid in respect of specific activities and must be agreed in advance.

If volunteering for CWAC then it is for CWAC to agree any expenses.

## **11. Training and Instruction**

All volunteers will receive training and instruction relevant to the roles they perform if appropriate.

## **12. Volunteer Voice**

Volunteers are encouraged to express their ideas and views about matters relating to their area of voluntary work through the Parish Council contact.

If a volunteer has concerns about the safety or organisation of volunteer activities, they may report these direct to the Parish Clerk.

We aim to identify and solve problems at the earliest possible stage and to treat all volunteers fairly, objectively and consistently.

The Parish Clerk is responsible for handling problems regarding volunteers' conduct or complaints which will be handled in accordance with the Council's complaints and grievance policies.

## **13. Insurance**

All volunteers are covered by Lostock Gramam Parish Council's insurance policy or under CWAC rules whilst they are engaged in any work on our behalf or CWAC.

It should be assumed that insurance is not provided unless that Council has explicitly authorised the activities to be undertaken.

The schedule attached to this policy shows the ongoing volunteer activities the Council has authorised; others will be approved on a case-by-case basis relevant to the activity undertaken.

## **14. Health and Safety**

Parish Council Volunteers will be provided with a Risk Assessment and are expected to follow good working practices.

If there is any doubt over the risks then they should contact the Clerk or their nominated point of contact

## **15. Equality and Diversity**

Lostock Gram Parish Council promotes Equality and Diversity in respect of both paid staff and volunteers, this can be found under the Parish Council Code of Conduct available on our website. In Section 2.3

## **16. Safeguarding**

In appropriate circumstances volunteers will be made aware of the Council's Safeguarding Policy and Procedures and where necessary DBS checks and training will be undertaken. Primarily, this applies where volunteers may be working with children or vulnerable adults.

## **17. Confidentiality**

Volunteers will be bound by the same requirements for confidentiality as paid staff and parish Councillors

## **18. Data Protection**

Personal information recorded about volunteers is stored and maintained in accordance with our Privacy Notice Policy Document, a copy of which is available on our website.

All volunteers agree to allow their photographs, motion pictures, and voice media taken during the volunteer activity to be used in Lostock Gram Parish Council publications, public relations broadcasts and in digital media unless the council is otherwise notified in advance.

# Authorised Activities

## Schedule of volunteer activities authorised by the Lostock Gramam Parish Council

The activities set out below have been authorised by the Council.

Risk assessments will be submitted by named Parish Councillor for each of the projects.

- **Speed watch**

Undertaking speed monitoring using approved equipment, high-visibility jackets and in such locations that are approved by the Police. Volunteers must comply with any instructions and guidance provided by those bodies.

- **Gardening/Open Flower Beds/Flower Planters**

Planting and cultivation of flowerbeds and planters within the village using manual tools only. Use of powered tools such as strimmer's, hedge trimmers, brush-cutters or chainsaws shall only be used by qualified personnel with appropriate H&S qualifications.

- **Litter (within the Parish Boundary)**

This will be covered under CWAC rules and management. Litter volunteers will be directed to register their interest on the CWAC website (link below)

<https://www.cheshirewestandchester.gov.uk/residents/streets-and-open-spaces/community-litter-picking>

Lostock Gramam Parish Council are not responsible for volunteer litter picking around the Parish.

- **Playground Litter Collection**

Picking up litter from paths, open spaces, woodlands and play areas. Gloves, bags, litter picker grabs, and any necessary equipment (such as brooms) will be provided by the Parish Council.