

Volunteer Policy - Chigwell Parish Council

Reviewed by Finance & Governance Feb 2025

Adopted Date: 24 July 2025

Next Review due: Feb 2026

Introduction

Chigwell Parish 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 Chigwell Parish Council. It will be reviewed annually to ensure that it is relevant to the needs of the Council and its volunteers.

Volunteer Policy

This policy applies to volunteers working on behalf of, but not employed by, the Parish Council. Volunteers are unpaid and of their own free will contribute their time, energy and skills to benefit the community.

Parish Council volunteer opportunities will be advertised through Parish media, including the Parish Council notice boards and website.

Other volunteering opportunities that arise from the community and involve council owned property and land must be authorised by the Parish Council. Volunteers must inform the Parish Council of the work they intend to undertake before commencing such work by contacting the Clerk.

- Chigwell Parish Council shall ensure the health and safety of any volunteers, as far as reasonably practicable, and that of any people who might be affected by their work.
- 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.
- Volunteers will be treated equally, regardless of their gender, race, age, faith, disability or sexual orientation.
- Volunteers must be adequately capable and/or trained to be able to carry out the role. The Parish Council or its representative will work with the individuals authorised to undertake the work to assess training needs and provide appropriate training as required.
- Volunteers must undergo an induction if 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 Parish Council or its representative will work with the individuals authorised to undertake the work to ensure any appropriate induction takes place.
- Volunteers must carry out only the less hazardous work involving use of non-powered tools, where possible. However, appropriate protective equipment should be worn including stout footwear, safety goggles (if appropriate), and high visibility vests.
- Volunteers working on behalf of the Parish Council, at their direct request, will be insured under the Parish 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 Parish Council cannot be held liable for any injury, loss or damage arising from a fault or defect with these.

- A risk assessment must be undertaken for all projects/activities in order to identify the risks that might be faced and how they will be managed. The Clerk must receive a copy of such risk assessment records. The Parish Council will work with the individual authorised to undertake the work to ensure appropriate risk assessments are undertaken.
- For large scale events a volunteer 'day book' will be kept to sign all volunteers onto and out of the site. There will be an on-site organiser identified by a different coloured/named vest who will keep this record and who will ensure that everyone who has signed onto site gets home safe at the end of the day and nobody is left or lost on site. It will be made clear to volunteers that it is their responsibility to sign in/out and not just wandered onto/off site when they feel like it. One way to check this will be the issuing of high visibility vests. No vest, no work.
- Expenses will be paid only with the prior written approval of the RFO or Clerk and after receipt by the Parish 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 Parish 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 RFO.