



Burnham-on-Sea & Highbridge Town Council

Volunteer Policy

Date Adopted: 2015: Min No: 78/15/TC

Date Amended: Oct 2017 – Min No: 54/17/P&F

Review Date: Oct 2019

A copy of this document is available in different formats such as large print or audio

Introduction

1. This policy sets out the broad principles for voluntary involvement on behalf of Burnham-on-Sea & Highbridge Town Council.
2. Volunteers are individuals or groups who offer their time, experience, knowledge and skills, without financial gain, in order to help the Council achieve its objectives or with the aim of providing a benefit to the local community. Through the encouragement and support of volunteers, the Council hopes to foster a culture of giving and to enhance the sense of pride people feel as members of the community.
3. Volunteering can be enjoyable and can change and enrich the lives of individuals as well as having wider benefits for the community, including its beliefs and values. A range of opportunities will be provided for people of all ages to volunteer. Where required, training will be provided, some of which may be accredited.
4. Volunteers are an important and valued part of the work of Burnham-on-Sea & Highbridge Town Council. We hope that you enjoy volunteering with us. This agreement tells you what you can expect from us, and what we hope from you. We aim to be flexible, so please let us know if you would like to make any changes.

Principles

5. The Council will:
 - provide a volunteer agreement to all volunteers (see Annex A)
 - provide appropriate public liability insurance cover for all volunteers whilst they are engaged in voluntary activity
 - consult and involve volunteers on issues concerning their activities
 - offer appropriate training and support to volunteers
 - make all volunteers aware of our Health and Safety and Equal Opportunities policies and procedures
 - expect all volunteers to behave reasonably and not bring the Council into disrepute.

Recruitment of volunteers

6. Opportunities will be advertised locally, with the aim of attracting people of all ages and backgrounds from across the local area. The Council is firmly committed to developing and maintaining a volunteer organisation in which different abilities and needs are fostered and valued, and where those with diverse backgrounds and experiences are able to participate and contribute.
7. The Council will provide descriptions of all volunteering activities, outlining specific tasks and responsibilities, so that these can be matched to the skills, knowledge and experience of volunteers.

8. All volunteers will be asked to complete and sign a volunteer application form, which will include an equal opportunities monitoring form.
9. The Council will appoint a volunteer co-ordinator to manage its pool of volunteers and to act as a bridge between each volunteer and the Council.
10. The Council reserves the right to decline an offer of service from any volunteer.

Training and development

11. New volunteers will be given an introduction to the tasks they have volunteered for. They will also be given copies of policies they should be aware of before they begin work (eg. Health and Safety, Equal Opportunities).
12. Training will be provided as appropriate for each task.
13. Where practicable, such training will be accredited.

Ending Involvement

14. Either the Council or the volunteer can end the volunteering at any time and without notice. However, unless there is an emergency or misconduct, at least 2 weeks' notice will be given and expected.
15. In all cases, volunteers will be informed of the reasons why their involvement is no longer needed.

Review

16. This Volunteer Policy will be reviewed and renewed on a biennial basis.

Burnham and Highbridge Town Council will:

- provide you with the name and contact details of the volunteer co-ordinator for your project;
- introduce you to the project and your role in it, providing any training you need;
- respect your skills, dignity and individual wishes, doing our best to meet them;
- consult with you and keep you informed of possible changes to the project;
- insure you against injury you may suffer or cause due to negligence;
- provide a safe workplace;
- apply our Health and Safety and Equal Opportunities policies;
- give you a fair hearing if you wish to complain about anything.

I, agree to do my best to:

- work reliably to the best of my ability, and to give as much warning as possible whenever I cannot work when expected;
- follow the Town Council's rules and procedures, including its Health and Safety and Equal Opportunities policies.

Note: this agreement is in honour only and is not intended to be a legally binding contract of employment.

Name:

Date:

Your coordinator's name is:

The initial training agreed is: As required to be agreed.