

SANDY TOWN COUNCIL

**Volunteer Policy
And
Agreement**

Sandy Town Council
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Approved:

1. Introduction

- 1.1 Sandy Town Council recognises the valuable contribution that volunteers can make to the Council and our community.
- 1.2 Volunteers can bring a richness of skills and experience and can often provide a bridge to community involvement that it is difficult for paid staff to achieve.
- 1.3 The Council recognises that volunteers are motivated because it is their choice to volunteer and give of their time freely; in return, we want to provide volunteers with opportunities that will help them to develop new skills and experiences.
- 1.4 This volunteer policy sets out the principles and practice by which we involve volunteers.

2. Status of Volunteers

- 2.1 A volunteer is not an employee and will not have a contract of employment.
- 2.2 We will discuss the role with the volunteer and there will be an expectation that the volunteer will meet the role's requirements.
- 2.3 We will discuss with volunteers the amount of time that they are willing to commit to volunteering, the frequency, availability and how it helps fulfil the required activity for the council. In some cases, volunteers might be taking part in organisation or running of events for the Council, which will include attendance on specific dates and times.
- 2.4 Volunteers are encouraged to let the Council know as soon as possible if they are not available to fulfil the duty, activity, or work to which they signed up so that a substitute can be found, or different arrangements can be made.
- 2.5 Volunteers wishing to withdraw from their voluntary role are asked to give their named contact as much notice as possible.

3. Definitions

- 3.1 Sandy Town Council;
 - Recognises that voluntary work brings benefits to volunteers themselves, to residents, the community and to paid staff.
 - Expects that Councillors and paid staff will work positively with volunteers to achieve the ambitions of the Council.
 - Will endeavor to identify and cover any costs of involving volunteers.
 - Recognises that the management of volunteers requires designated responsibilities with clear expectations and roles.
 - Will endeavor to involve volunteers from a wide range of backgrounds and abilities and ensure our volunteering opportunities are as accessible as possible.

4. Recruitment

- 4.1 The Council will endeavour to recruit volunteers through a range of methods including word of mouth, advertising, talking to other agencies and contacting local community groups.
- 4.2 The Council will also endeavour to help any volunteer overcome barriers that may make it difficult for them to volunteer for Sandy Town Council.
- 4.3 The Council's Equal Opportunities Policy will always be adhered to in relation to the recruitment and support of volunteers.
- 4.4 All volunteers will be asked to sign a Volunteer Agreement, which requires them to abide by the policies and procedures of Sandy Town Council. It sets out what the volunteer and the Council can expect from each other.
- 4.5 DBS (Disclosure and Barring Service) checks and references may be required for some volunteer roles, especially if there is to be any regular contact with children. This requirement would be discussed with the relevant volunteers. A volunteer will be informed if we intended to apply for DBS checks. DBS checks are not a reflection on an individual but may be a legal requirement in certain circumstances.

5. Health and Safety

- 5.1 Sandy Town Council has responsibility for the health and safety of volunteers.
- 5.2 Volunteers should always follow the Health and Safety policies and procedures.
- 5.3 Volunteers have a duty to take care of themselves and others who might be affected by their actions.
- 5.4 Volunteers should not act outside their authorised area of work. Volunteers should report all accidents to the appropriate person and should be recorded in the accident book.
- 5.5 The Council will provide volunteers with guidance on any health and safety issues that arise.

6. Insurance

- 6.1 Sandy Town Council will ensure the volunteers are covered for insurance purposes in respect of personal injury.
- 6.2 The Council will also ensure that volunteers are provided with professional and public liability insurance.
- 6.3 The insurance will not cover unauthorised actions or actions outside the volunteering agreement.

7. Induction and Training

- 7.1 All volunteers will receive an induction and introduction to the work of the council and the particular activity or project to which they are volunteering.
- 7.2 The Council will look to offer any training which might be required to fulfill an agreement role or activity.

8. Support and Supervision

- 8.1 All volunteers will have a named person as their main contact. This may be a member of staff or a Councillor.
- 8.2 Volunteers will be involved in discussions on any activity or action that they are volunteering for on behalf of the Council.

9. Expenses

- 9.1 Volunteers may not incur any expenses unless specific permission is given by the Council prior to expenses being incurred. In such cases receipts will be required.

10. Grievance

- 10.1 The relationship between Sandy Town Council and its volunteers is entirely voluntary and it does not imply any contract.
- 10.2 However, it is important that the relationship between Sandy Town Council and the volunteer is clear and positive, with volunteers enjoying their contribution.
- 10.3 If, in their role volunteering for the Council, a volunteer does not meet with Council standards, their case will be dealt with in the same manner as paid staff.
- 10.4 If a volunteer has any concerns regarding our treatment of them and this has been fully discussed with their named contact, but they are not satisfied, any complaint may be taken to the Chairperson of the Human Resources Committee.

VOLUNTEER AGREEMENT

Sandy Town Council

This volunteer agreement describes the arrangement between Sandy Town Council and you. We wish to assure you of our appreciation of your volunteering with the Council and will do the best we can to make your volunteer experience enjoyable and rewarding.

Purpose of volunteering role;

To.....

To.....

To.....

Possible tasks;

To.....

To.....

To.....

To.....

To.....

Volunteering Timeframe.....

Council Contact.....

Volunteer Contact Details;

Phone.....

Email.....

Address.....

Volunteer Emergency Contact Details;

Name..... Relationship to volunteer.....

Phone.....

Part 1: The Organisation

What can you expect from Sandy Town Council (STC):

STC will provide you with;

- An induction meeting with your Council contact
- Explanation of what is required as part of your volunteering role
- Council contact to report to and regularly meet with
- Any training that might be required for the specific purpose for which you are volunteering
- Injury insurance for injuries incurred while fulfilling your authorised volunteer work
- Reimbursement of any specific expenses incurred for STC which have been identified and approved in advance, and for which receipts are then provided
- To try and resolve any problems, complaints and difficulties you may have while you volunteer with STC.
- If you run into problems when performing your duties, you should discuss any complaint or problems with your volunteer coordinator in the first instance or the Chairman of STC Human Resources.

Part 2: The Volunteer

What we expect from you:

We will discuss with you the amount of time that you are willing to commit to volunteering, the frequency of your availability and how this will fit in with our needs. If, for any reason, you will not be attending a previously agreed volunteering activity we would be grateful if you could let other volunteers and your council contact know via telephone or email so that a substitute can be found, or different arrangements can be made.

We expect you:

To perform your volunteering role to the best of your ability;

- To follow the organisation's policies & procedures and standards, including Health and Safety and Equality and Diversity, in relation to its staff, volunteers and customers.
- To maintain the confidential information of the organisation and of its users as appropriate. In the course of your volunteering you may come across confidential information about the project, its staff, and its customers. You must respect this confidentiality and not disclose this information except where required to do so by law.
- To be aware of the importance of safeguarding policies and procedures and to always discuss with a colleague any safeguarding concerns.
- To meet the time commitments and standards which have been mutually agreed with you and to give reasonable notice so other arrangements can be made when this is not possible.

- Ideas: you may have ideas for the better performance of your duties or of ways in which we can meet our objectives as an organisation. Please discuss these with the council contact.
- Termination: either you or the organisation can terminate this agreement with or without notice at any time.

This agreement is binding in honour only. It is not intended by the parties to be a legally binding agreement nor is it intended to create an employment relationship between us now or at any time in the future. It may be cancelled at any time at the discretion of either party.

Signed and dated by the Volunteer	
Signed and dated by STC Town Clerk	