BARLASTON PARISH COUNCIL

VOLUNTEER POLICY

BPC01-12

VOLUNTEER POLICY

Revision History

This document was originally written by:

Name	**Position**	**Date**
Vivien O'Dunne	Clerk	July 2026

This document was reviewed by:

The Parish Council	14 July 2026

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The Parish Council at their meeting on	14 July 2026

Document Review schedule:

Next Mandatory Review by	July 2029

Version	**Issue Date**	**Document ID**	**Reason for Change**	**Section changed**
1	14 July 2026	BPC01-12	New Policy	n/a

Volunteer Policy

1. Purpose

Barlaston Parish Council recognises and values the important contribution volunteers make to improving the parish and supporting Council projects and activities.
This policy explains how volunteers will be authorised, supported and managed to ensure activities are carried out safely and responsibly. It also sets out what volunteers can expect from the Council and what the Council expects from its volunteers.

2. Scope

This policy applies to all individuals who volunteer on behalf of Barlaston Parish Council, whether on a one-off or ongoing basis. Volunteers are not employees of the Council and do not have an employment contract. No payment will be made other than the reimbursement of approved out-of-pocket expenses where agreed in advance.

3. Authorised Volunteers

For the purposes of this policy, an **Authorised Volunteer** is a person who has been authorised by the Parish Council, or by the Parish Clerk acting under delegated authority, to undertake specific activities on behalf of the Council.
Only authorised volunteers may undertake volunteer activities on behalf of the Council and are covered by the Council's insurance whilst carrying out approved activities in accordance with this policy, relevant risk assessments and any instructions provided by the Council.

4. The Council's Commitment - Barlaston Parish Council will:

- Treat volunteers fairly, with dignity and respect.
- Provide appropriate information and instructions before activities commence.
- Carry out suitable and sufficient risk assessments where required.
- Provide appropriate supervision for the activity being undertaken.
- Provide any necessary equipment and personal protective equipment identified by the risk assessment.
- Maintain appropriate insurance for authorised volunteers.
- Listen to and respond appropriately to any concerns raised by volunteers.

5. Volunteer Responsibilities - Volunteers are expected to:

- Carry out only those activities they have been authorised to undertake.
- Follow all instructions, risk assessments and safe working procedures.
- Wear any personal protective equipment provided or identified for the task.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Report any hazards, accidents, incidents or near misses to the Parish Clerk as soon as reasonably practicable.
- Behave responsibly and courteously towards members of the public, Councillors, staff and other volunteers.
- Not undertake any activity they feel is unsafe or beyond their capability.
- Use Council equipment responsibly and report any defects or damage.

6. Health and Safety

The health and safety of volunteers is important to the Council. Suitable and sufficient risk assessments will be completed where required before volunteer activities commence.

Volunteers will receive appropriate information and instruction relating to the activities they are undertaking and must comply with all control measures identified. Volunteer activities must stop immediately if conditions become unsafe or if instructed to do so.

7. Equality
Barlaston Parish Council is committed to treating volunteers fairly and without discrimination. Volunteers will be treated with dignity and respect regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

8. Safeguarding
Where volunteer activities bring volunteers into contact with children or vulnerable adults, volunteers must behave appropriately at all times and report any safeguarding concerns immediately to the Parish Clerk.

9. Equipment
Only equipment approved or provided by the Council should be used when carrying out authorised volunteer activities. Equipment must be used in accordance with any instructions provided. Any defective or damaged equipment must be reported immediately and not used until it has been made safe or replaced.

10. Insurance
The Council maintains appropriate insurance for authorised volunteers. Insurance cover applies only whilst volunteers are undertaking approved activities on behalf of the Council and acting in accordance with this policy, relevant risk assessments and any instructions provided by the Council.

11. Expenses
Reasonable out-of-pocket expenses may be reimbursed where agreed in advance and supported by appropriate receipts.

12. Confidentiality and Data Protection
Any personal or confidential information obtained whilst volunteering on behalf of the Council must be treated as confidential and handled in accordance with applicable data protection legislation and Council policies.

13. Raising Concerns
Volunteers who have concerns relating to their activities should raise them with the Parish Clerk in the first instance. The Council will seek to resolve concerns fairly and promptly. Where necessary, the Council reserves the right to withdraw volunteer authorisation where this is considered necessary for operational, conduct or safety reasons.

14. Review
This policy will be reviewed every three years, or sooner if required following changes in legislation, insurance requirements, Council practice, or following a significant incident involving volunteers.

David Borasinski 14 July 2026

Chairman **Date**