



2026

WOOTTON PARISH COUNCIL VOLUNTEER POLICY



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Version History

Version	Reviewed at	Approved at
Version 1.00	Annual Meeting of Wootton Parish Council on 14 th May 2025	Annual Meeting of Wootton Parish Council on 14 th May 2025
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To be reviewed at each Annual Council Meeting.

Volunteer Policy

Introduction

This document sets out the policy and procedures relating to the engagement and management of volunteers in activities authorised by Wootton Parish Council. The Parish Council recognises that volunteering can benefit the Parish Council, community and volunteers themselves.

This policy applies to volunteers working on behalf of the Parish Council, not those employed by the Parish Council and does not seek to replace paid staff.

Policy

The Parish Council maintains a list of volunteers. As well as name and contact details (address, telephone number and/or email), volunteers are required to provide details of a point of contact in case of emergency. Once personal details have been provided, volunteers are required to notify the Parish Council of changes to those details. If volunteers no longer wish to volunteer, they should contact the Clerk to the Council to request their details be removed from the volunteer list. Details included in the volunteer list can be found in Appendix One.

Volunteers must be adequately trained to carry out a role. The nature of skills required will depend on the activity. It is not possible to detail what constitutes 'adequacy' as the skills needed will vary according to:

- a. The job or activity.
- b. The circumstances of the work such as the level of supervision and exposure to unrelated hazards.
- c. The tools and/or equipment being used.

A lack of adequate skills should not preclude volunteers from taking part in an activity. Appropriate training will be provided in advance of the volunteer starting work on site.

The exact nature of the training will depend on the role and the findings from the required risk assessment. The minimum level of training should be sufficient to ensure maintenance of the health and the safety of volunteers and any people who might be affected by the work, as far as reasonably practicable. Responsibility for providing appropriate training rests with the individual to whom authority has been given by the Parish Council to undertake the work.

Volunteers must be informed about the task and its purpose, health, safety, and supervision arrangements before commencement of work. Responsibility for this rests with the Parish Council.

All works undertaken by volunteers take account of the Health & Safety at Work Act. Volunteers will not be authorised to carry out work that the Parish Council regards as hazardous, as it would contravene the principles of the Health and Safety at Work Act (taking into account the competence of the volunteer(s) carrying out the proposed work).

On condition that volunteers are working at the sole request of and under the sole control of the Parish Council, they will be insured under the Parish Council's Public Liability and Employers Liability cover.

Normally volunteers will be expected to use their own tools. The Parish Council cannot be held liable for either any injury caused by use of faulty equipment/tools or loss of equipment/tools. Volunteers should where possible, carry with them a mobile telephone for use in case of emergency.

Wootton Parish Council operates an Equal Opportunities Policy in respect of both paid staff and volunteers. A copy will be provided if required. Volunteers are expected to have an understanding of, and commitment to its equal opportunities policy. All volunteers must have due regard to the fact that they are carrying out authorised work on behalf of Wootton Parish Council and as such are representing the Parish Council, in terms of both the quality of

work and possible interaction with the public.

Volunteers who have a complaint against a fellow volunteer should instigate the complaint in accordance with the Parish Council's Complaints Code of Practice.

Volunteers will be bound by the same requirements for confidentiality as paid staff.

If the volunteer is to work in a regulated activity within the Parish Council, the Parish Council will carry out enhanced DBS checks and ensure the volunteer is not on the barred list with the Disclosure and Barring Service. The Parish Council will ensure there is a proportionate balance between civil liberties and safeguarding vulnerable groups, including children.

Procedures

A risk assessment to identify any risks that might be faced and how they will be managed should be undertaken no less than 48 hours before commencement of work and a further visual inspection of the work area must be carried out prior to work commencing, importantly noting whether there have been any changes since the risk assessment was completed.

The risk assessment should include as a minimum:

- Details of the job or activity,
- The existing competency of volunteers,
- The tools and/or equipment being used,
- Any training requirements.

Volunteers must undergo an induction briefing appropriate for the task(s) being undertaken. This must include a description of the work to be undertaken, tools and equipment to be used, known issues and risks associated with the site, instructions of what to do if there is a problem and identification of other individuals responsible for safety while they are working alongside them.

Volunteers will be expected to sign the briefing sheet, showing they have received an induction brief, they understand the nature of the work, they recognise the risks associated with the task and agree to comply with instructions provided during the induction brief and whilst work is underway. This document is not intended to form a contract. Volunteers will also be expected to confirm details of those who should be contacted in case of emergency and confirm that they do not have any medical issues that would put either them or other volunteers at risk.

Retention of induction briefs will allow the Parish Council to record work and ultimately acknowledge the contributions to the community made by volunteers. An example Induction Brief and volunteer sign-up sheet can be found in Appendix Two.

Volunteer Personal Details

Wootton Parish Council's volunteer list is maintained by the Clerk to the Council. All information will be kept safe and confidential.

It is essential that a volunteer advises the Clerk to the Council of any illness or ailment that could put either themselves or other volunteers at risk of either injury or harm, while working on a task.

Where a volunteer no longer wishes to participate in volunteer activities in the community, they should contact the Clerk to the Council requesting their details be removed from the list at the earliest opportunity.

All information will be kept confidential.

Your Contact Details	
Full Name:	
Address:	
Home Phone:	
Mobile:	
Email:	

In the event of an emergency, who would you like to be contacted?

Emergency Contact	
Name:	
Relationship to you:	
Address:	
Home Phone:	
Mobile:	

Your health and safety are of primary importance to us. We aim to plan activities around your capabilities. Please provide details of any medical conditions which you feel we need to be aware of which may make it difficult for you to undertake any activities as a volunteer or may be made worse through your role.

Please list details: If none, please state 'none'.	
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Signature:	Date:
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Appendix Two

[Task Name] Induction Brief and Volunteer Acknowledgement.

Date:

Start Time:

Finish Time:

Location

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Description of Activity

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Tools to be Used

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-
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Hazards and Safety Measures

All work undertaken by volunteers shall have regard to the Health & Safety at Work Act 1974 and related Health & Safety legislation.

You should not undertake the work defined if you have either an injury or illness that could increase risk of further injury or illness either to you or fellow volunteers. If you are unsure of the likelihood of increased risk due to either injury or illness, you should contact the Clerk to the Council before starting work.

You will not be asked to work at height. Jewellery is worn at the wearer's own risk.

Appropriate footwear must be worn – ideally sturdy boots covering the ankle and providing support on uneven ground should be worn. Open-toed shoes or sandals must not be worn, Gloves should be worn where appropriate.

First Aid

When a volunteer is wounded (serious cuts and grazes) undertaking authorised work, the Clerk to the Council should be notified as soon as possible. Where necessary, emergency services should be called.

Volunteer Acknowledgement

I understand the scope of work described and agree to abide by the direction relating to this work. I agree to comply with all health and safety direction and training I am given in support of this work.

I agree that I am fit and healthy to undertake this work.

I agree to make the Clerk to the Council aware of any changes to my contact details or health.

Name (Printed)	Contact Details Unchanged (Tick to confirm)	Emergency Contact Details Unchanged (Tick to confirm)	Signature

POST ACTIVITY COMMENTS (IF ANY)