

Hartshill Parish Council Volunteer Policy 2020



Contents

- 1. Policy Statement**
- 2. Volunteer Management**
- 3. Volunteer Recruitment Procedures**
- 4. Volunteer Rights and Responsibilities**
- 5. Data Protection**
- 6. Confidentiality**
- 7. Health & Safety**
- 8. Expenses**
- 9. Support and Supervision**
- 10. Disciplinary and Complaints**
- 11. Harassment and Bullying**
- 12. History**

1. Policy Statement

Hartshill Parish Council (HPC) recognises that the involvement of volunteers can enhance the work of the Community Centre and Library. HPC will ensure that volunteers are part of a two-way, mutually beneficial relationship.

2. Volunteer Management

The Volunteer Co-ordinator(s) are responsible for the recruitment, selection and induction of volunteers as well as evaluating their contribution within the organisation. Regular support and supervision with individual volunteers will be held in order to ensure the suitability of the tasks and to identify any training needs.

3. Volunteer Recruitment Procedures

i) Interview

All volunteers will complete a registration form and provide one character referee.

Where volunteering applicants are already known to HPC or, to the Management Team, it is acceptable for the character reference to be supplied by either of these groups.

At the opening of the Library individual interviews will be held which will include an induction to volunteering in general and information about HPC and the tasks and roles required of the volunteer.

N.B. For all future applications an interview will be held, prior to commencing

ii) Induction

Volunteers will receive an induction to working within the organisation which will include meeting other volunteers, looking through policies and procedures and signing task and confidentiality agreements. Expense claims will be officially recognised for Induction/Training days

4. Volunteer Rights and Responsibilities

HPC will treat all volunteers with respect and they will have the same rights as paid staff as detailed in the Rights and Responsibilities leaflet. They will be covered by all HPC policies and procedures and by adequate public liability insurance. In return volunteers will be expected to carry out their duties to the best of their ability within the guidelines set out in this leaflet.

5. Data Protection

Information on volunteers will be kept in a confidential file. Data collected will include date of commencement, emergency contact, position held and duties agreed and support/supervision notes.

6. Confidentiality

All staff and volunteers will sign an agreement to agree to keep sensitive information they are exposed to regarding any member of staff or volunteers at HPC or any issues regarding the organisation as confidential.

7. Health & Safety

HPC has a comprehensive Health & Safety Policy which will be explained to volunteers at their induction. Volunteers will be expected to adhere to this policy and HPC will ensure that they provide a safe environment for them to work in.

8. Expenses

All volunteers are entitled to claim for out of pocket travel expenses for Induction/Training days whilst volunteering for HPC. Proof of expenditure will be required

9. Support and Supervision

Volunteers will receive regular support and supervision to suit their own needs. This will provide the opportunity to identify training and development needs as well as evaluate the work which has been carried out.

10. Disciplinary and Complaints

Volunteers will be made aware of the procedures they need to follow if they have a grievance against anyone in the organisation or against the organisation. This is detailed in HPC Disciplinary Policy and Complaints Policy.

They will also be informed of disciplinary procedures which will be followed if they fail to perform their role or if they act in an inappropriate way.

Volunteers will only be dismissed as a last resort.

11. Harassment and Bullying

HPC has a comprehensive Harassment and Bullying Policy which will be explained to volunteers at their induction. Volunteers will be expected to adhere to this policy at all times

12. History

Reviewed 2014, 2016, 2017, 2020