WESTON ON THE GREEN PARISH COUNCIL

VOLUNTEER POLICY



1. Introduction

Weston on the Green Parish Council values the contributions of volunteers in enhancing community services and activities. This policy outlines the council's commitment to engaging with volunteers, ensuring their welfare, and fostering a positive volunteering experience.

2. Scope

This policy applies to all volunteers engaged by Weston on the Green Parish Council. A volunteer is anyone who freely offers to take part in activities that benefit the local community without expectation of financial gain.

3. Roles and Responsibilities

- All persons under the age of 16 need to be accompanied by a parent or guardian for insurance compliance, legal reasons and to comply with best practice in ensuring adequate child protection.
- Each volunteer will be assigned a project lead or councillor as a point of contact for guidance and support.
- Volunteers will be provided with a clear description of their role, including specific tasks and expectations and be shown what is required.
- Volunteers must feel confident in carrying out the role or activity they have been asked to undertake. If in any doubt, please ask a Team Leader for advice.
- All volunteers must have due regard to the fact that they are carrying out authorised work on behalf of Weston on the Green Parish Council and as such are representing the Council, both in quality of work and possible interaction with the public.

4. Health and Safety

- The council is responsible for ensuring a safe environment for all volunteers with any training, personal safety equipment and guidance required, to be provided by the lead of the activity.
- Volunteers must adhere to health and safety guidelines and report any hazards or incidents to their point of contact. The Parish Council must ensure that volunteers are competent and capable both physically and mentally for undertaking the tasks allocated.
- Volunteers must wear appropriate clothing and safety equipment as required.

- Volunteers will not be authorised to carry out work that the Council considers hazardous or would contravene the principles of the Health and Safety at Work Act 1974. They should not undertake any tasks that could jeopardise their safety or the safety of others.
- A risk assessment for the activity must be carried out. Risk assessment templates are available from the Parish Clerk and should be completed by the person organising any volunteer activity. The Parish Clerk is to receive a copy of the risk assessment ahead of work being undertaken.
- Volunteers must notify the Parish Clerk by email before commencing any work on behalf of the Parish Council when not an organised event and a record of volunteer activity will be kept.

5. Insurance and Liability

- Volunteers will be covered by the Parish Council's public liability insurance provided that the work has been authorised by the Council, safety measures are in place and a risk assessment completed.
- All volunteers shall agree that when providing/loaning/using their own tools, reasonable precautions will be taken to ensure they are in safe working order. This especially applies to power driven tools. Weston on the Green Parish Council, will not be held liable for injury caused by use of a volunteer's faulty equipment/tools or loss of equipment/tools.

This policy should be read in conjunction with the Parish Council's Safeguarding Policy and Health & Safety Policy, which can be found on the Parish Council's website.

Policy Adopted by Weston on the Green Parish Council: 7th October 2026 (Minute Reference: 26.441.22).

Review Date: October 2028 (subject to legislation changes or change in Council circumstances).