



Volunteer Policy February 2019

1. Policy Statement

Stirchley and Brookside Parish Council recognises that individuals wish to play an active role in their community and that this should be recognised and supported. The Parish Council believes that people should be encouraged to build skills and abilities for their own personal development and to the benefit of the wider community.

2. Recruitment

Officers of Stirchley and Brookside Parish Council will carry out volunteer interviews in a friendly and supportive environment. The interview will be used to ensure that the volunteer feels confident that they are well matched to the task required.

Appropriate references may be required to ensure that volunteers can demonstrate reliability and a willingness to develop new skills.

Where a volunteer is expected to work with children, young people or the elderly it will be necessary to carry out a check of police records in the form of a DBS check. The volunteer will be informed of this prior to recruitment.

3. Conditions of Work

Officers of Stirchley and Brookside Parish Council will discuss and agree the duties with the volunteer prior to their commencement.

- There will be a clear induction process for all volunteers.
- It will be made clear to all volunteers to whom they are responsible within the organisation.
- Expenses incurred by volunteers in carrying out agreed duties will be reimbursed in full.
- Volunteers will be provided with appropriate clothing or equipment to meet current Health and Safety legislation.
- Volunteers will be requested, where possible, to give prior notice of their intention to cease volunteering.
- Where a decision is made to cease a volunteer post a minimum of seven days notice will be given to the volunteer concerned.
- Stirchley and Brookside Parish Council reserve the right to dismiss a volunteer for unsatisfactory conduct.
- Officers of Stirchley and Brookside Parish Council will provide references for the volunteer if so requested.

4. Training and Skills Development

Volunteers will be encouraged to use their initiative to develop their skills, the tasks in which they are engaged and the quality of services provided by Stirchley and Brookside Parish Council.

As part of the induction process and throughout their term of voluntary work, volunteers will be encouraged to identify their training needs. Stirchley and Brookside Parish Council will fund training that is considered to be both of benefit to the individual and the needs of the Parish Council.

5. Support

A named officer of Stirchley and Brookside Parish Council will support volunteers in finding ways to address issues which they face in their role within the Parish Council.

The value and role of volunteers in Stirchley and Brookside Parish Council will be promoted through events and publicity material.

6. Insurance

Volunteers shall be covered by all relevant policies which protect paid staff.

7. Receipt of Benefits

Volunteers in receipt of benefits will be informed of the best current advice regarding how volunteering may affect their position.

8. Review of Volunteer Policy

This policy shall be reviewed regularly by the Personnel Sub Committee of Stirchley and Brookside Parish Council.

Review: February 2021