

Fenstanton Parish Council

Volunteer Policy

1. Introduction

Fenstanton Parish Council has adopted this policy in order to comply with Section 3 of the Health and Safety at Work Act, 1974.

2. The purpose of this policy

Fenstanton Parish Council values volunteers and welcomes their contribution to community life in the village. This policy seeks to protect and support volunteers working for the Council and to set down the Council's responsibilities to comply with its own employment and insurance obligations.

3. What we do

Fenstanton Parish Council works to create a lively and happy community where people live long and healthy lives. We want to look after our beautiful local environment, encourage bio-diversity and reduce carbon emissions. We respect and celebrate diversity and we aim to include everyone and listen to what they have to say. We want to improve the economic, social and mental wellbeing of everyone in our lovely old Parish and we want to provide the very best local facilities and services that we can all afford.

4. Valuing and supporting volunteers

Many of our activities involve working in partnership with community groups and volunteers. We will ensure that volunteers feel valued and supported and we will welcome their views. We will provide training, briefings and communications to recognise the central role they play. We acknowledge that volunteers want satisfying and rewarding work that contributes to their own sense of wellbeing and personal development.

5. Working alongside the Council

Fenstanton Parish Council does not aim to introduce volunteers to replace paid staff. We expect that staff at all levels will work positively with any volunteers and where appropriate, will actively seek to involve them in their work.

6. Who are our volunteers?

Volunteers may come through community groups, direct from the community or be students from a local school or college (over the age of 16). Volunteers may give time regularly or on an occasional basis. Every volunteer has their own personal motivation and preference which we will respect.

7. How we work with our volunteers

The following guidelines deal with practical aspects of volunteering with the Parish Council. More information can be found by contacting the Clerk.

8. Volunteer leaders

Fenstanton Parish Council generally works with volunteer leaders who are also volunteers. The volunteer leaders may be asked to:

- Act as the point of contact with the Council
- Organise the volunteer activities and plan the sessions
- Recruit volunteers
- Provide training, equipment and health and safety briefings
- Maintain communication with volunteers and promote activities
- Carry out risks assessments to ensure everyone stays safe.

9. Volunteer Agreement and Task Descriptions

Each volunteer will have an agreement establishing what Fenstanton Parish Council undertakes to provide for them – mainly this is to ensure safety and insurance. Volunteers will be asked to agree to these simple guidelines. These documents do not form any sort of contract. Fenstanton Parish Council has no intention of creating a contract with local volunteers.

10. Expenses

The Council believes that volunteers should not suffer financially by volunteering. Volunteers will agree expenses that may be paid prior to specific activities.

11. Training and Instruction

All volunteers will receive training and instruction relevant to the roles they perform. This will be provided by the volunteer leaders or persons nominated by them in liaison with the Council. Volunteer leaders will be provided with enhanced training opportunities funded by the Council in areas relevant to their sphere of activity.

12. Volunteer Voice

Volunteers are encouraged to express their ideas and views about matters relating to their area of voluntary work through the volunteer leader. If a volunteer has concerns about actions of a volunteer leader or the safety or organisation of volunteer activities, they may report these direct to the Parish Clerk. We aim to identify and solve problems at the earliest possible stage and to treat all volunteers fairly, objectively and consistently. The Parish Clerk is responsible for handling problems regarding volunteers' conduct or complaints which will be handled in accordance with the Council's complaints and grievance policies. We will seek to ensure that the volunteer's views are heard, noted and acted upon promptly aiming always for a positive and amicable solution.

13. Insurance

All volunteers are covered by Fenstanton Parish Council's insurance policy whilst they are engaged in any work on our behalf only. It should be assumed that insurance is not provided unless that Council has explicitly authorised the activities to be undertaken. The schedule attached to this policy shows typical volunteer activities the Council may authorise; others will be approved on a case-by-case basis relevant to the activity undertaken.

14. Health and Safety

Volunteers are covered by Fenstanton Parish Council's Health and Safety Policy, a copy of which will be provided to each volunteer upon request.

15. Equal Opportunities

Fenstanton Parish Council operates an Equality Policy in respect of both paid staff and volunteers. A copy will be provided upon request. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

16. Safeguarding

In appropriate circumstances volunteers will be made aware of the Council's Safeguarding Policy and Procedures and where necessary DBS checks and training will be undertaken. Primarily this applies where volunteers may be working with children or vulnerable adults.

17. Confidentiality

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

18. Data Protection

Personal information recorded about volunteers is stored and maintained in accordance with our Data Protection Policy, a copy of which is available on our website. All volunteers agree to allow their photographs, motion pictures, and voice media taken during the volunteer activity to be used in Fenstanton Parish Council publications, public relations broadcasts and in digital media unless the council is otherwise notified in advance.

19. Code of Conduct

Volunteers will be bound by the same Code of Conduct as councillors and paid staff while undertaking tasks on behalf of Fenstanton Parish Council.

APPENDIX 1

Example Activities

Speedwatch, Litterpick, Tree Planting, Pollarding Party, Event/Festival, Sandbag Helper, Gardening Volunteer, Clock Winder, Wildlife Activities, Snow/Winter Helper.

APPENDIX 2

Volunteer Activities – Example Risk Assessment Form

Activity undertaken: .....

Conducted by: .....

Date: .....

Risk	What could happen?	Who could be hurt?	Action needed
1. Slips, trips, falls	An individual could slip, trip or fall during activities causing injury	Volunteers, councillors, council employees	Safe working briefings before activity commences. Sensible clothing, boots, shoes. Site assessment - avoidance of dangerous sites. Working in pairs. First aid kit. Emergency numbers and procedure.
2. Strains and muscular injury	An individual could suffer strains and muscular injury while undertaking tasks.	Volunteers, councillors, council employees	Safe working briefings before activity commences. Volunteer fitness declaration. First aid kit. Emergency numbers and procedure.
3. Cuts and bruises	An individual could suffer cuts and bruises while undertaking tasks.	Volunteers, councillors, council employees	Safe working briefings before activity commences. First aid kit. Emergency numbers and procedure.
4. Serious injury caused by unsafe operation of machinery	An individual could suffer serious injury.	Volunteers, councillors, council employees	Safe working briefings before activity Annual machinery inspection and maintenance. Machinery operated by approved individuals. Licenses, certification and training for operatives. Supervision during operation – exclusions zones, etc. First aid kit. Emergency numbers and procedure.
5. Contact with hazardous materials	An individual might be affected by hazardous materials, chemicals or biohazards (viral and bacterial).	Volunteers, councillors, council employees	Safe working briefings before activity commences. Protective clothing – gloves, masks, litter pickers and bags. Site assessment - avoidance of dangerous sites. Volunteer briefing. Working in pairs. First aid kit. Emergency numbers and procedure.
6. Loss of property	An individual could lose property or items may be stolen	Volunteers, councillors, council employees	Safe working briefings before activity. Safe storage of valuables.

7. Road accidents	An individual may be involved in a collision with a vehicle	Volunteers, councillors, council employees	Safe working briefings before activity. No working alongside A and B Roads without necessary road signage and barriers approved by the Highway Authority.
8. Damage to third party property	Accidental damage to property	Third party property owners	Safe working briefings before activity. Site assessments and third-party property identification.
9. Violence and intimidation	Volunteers subjected to intimidation and violence	Volunteers, councillors, council employees	Safe working briefings before activity. Emergency numbers and procedure.
10. Victimisation or harassment	Volunteers subjected to racial, sexual or gender related abuse.	Volunteers, councillors, council employees	Safe working briefings before activity. Activity supervision by leads. Reporting procedure to Parish Clerk. Equality statement.
11. Safeguarding	Vulnerable volunteers subject to physical or psychological abuse	Volunteers, councillors, council employees	Safe working briefings before activity. DBS process and checks for supervisors. Reporting procedure to Parish Clerk. Safeguarding statement. No under 16s to be involved other than when supervised by a sponsor organisation.
12. Activity specific risk	Enter text	Volunteers, councillors, council employees	Enter text
13. Activity specific risk	Enter text	Volunteers, councillors, council employees	Enter text
14. Activity specific risk	Enter text	Volunteers, councillors, council employees	Enter text

Please submit completed form to the Parish Clerk – clerk@Fenstantonparishcouncil.gov.uk

APPENDIX 3

Volunteer Consent Form

Your name: .....

Address: .....

Postcode: .....

DOB: .....

Tel: .....

Mobile: .....

Email: .....

Consent

By signing this form, you consent to participate in any of the volunteer activities authorised in the Fenstanton Parish Council Volunteer Policy. You further agree to abide by the terms of the policy and follow any instructions and safety briefings provided by the activity leaders. You further agree to seek any medical advice before undertaking any activities you feel will be physically demanding for you. In return, we will provide and necessary protective clothing, first aid kits, guidance, manual tools and insurance.

Please tick this box to confirm you have read and understood these requirements. ☐

Your information

Fenstanton Parish Council will store the information you have provided in order for you to carry out your role as a volunteer. All data will be stored securely and only shared with other organisations with your permission, or as necessary, such as organisations organising volunteer activities. You have the right to view the data we hold about you, or request that some or all your data is deleted at any time. Copies of our privacy notice and privacy statement are available on our website if you require further clarification.

If you are happy for Fenstanton Parish Council to keep a record of your information and contact details, please tick the box to give consent. ☐

We sometimes produce case studies to help promote and develop our services. Please tick the box if you are happy for a member of our organisation to contact you about this in the future. ☐

Keeping you informed

We would like to keep you informed of news, events, activities and other services we provide. If you are happy for us to do this, please let us know the best way to contact you by ticking the boxes below.

☐ Post ☐ Telephone ☐ Email ☐ Text

If you wish to change the way the Council keeps in touch with you, or you wish to be removed from receiving any communication, please contact us using the details below.

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Volunteer's signature Date

Document History

Version	Action	Author	Date
1.00	Draft prepared	Sarah Barber/Michael Collison	30.7.25
1.01	Amended F & C	Sarah Barber/Michael Collison	7.10.2025
1.02	Ratified Full Council	Sarah Barber/Michael Collison	12.2.2026