



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Diane Linsley
Telephone: 01473 612632
Email: clerk@martleshamcouncil.org.uk
Website: <https://www.martleshamparishcouncil.org.uk>

VOLUNTEER POLICY

1. Introduction

- 1.1 We believe that volunteers make a valuable contribution to the Council's services. We want to recognise this contribution by providing clear guidelines as to how the volunteer relationship will work.
- 1.2 We involve volunteers in order to:
 - a) Increase our contact with the local community we serve
 - b) Help ensure our services reflect the needs of our community
 - c) Complement our services
 - d) Increase skills, experience, perspectives and diversity
- 1.3 We aim to have mechanisms in place for all volunteers to actively contribute to the Council's aims.
- 1.4 We are not seeking to introduce volunteers to replace paid staff.
- 1.5 We expect our Councillors, paid staff and volunteers to work positively with each other.
- 1.6 We acknowledge that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing training for them to their role effectively.

2. Recruitment of Volunteers

- 2.1 Wherever practical, we shall try to attract potential volunteers from all sections of the community.
- 2.2 We shall not recruit volunteers to replace paid staff but to fulfil roles in specific projects and to complement the work of paid staff.
- 2.3 All but one-off event volunteers will be asked to complete a volunteer agreement. One-off event volunteers should be asked to sign a register.
- 2.4 We will treat all information collected in the application process in strictest confidence.

3. Volunteer Agreement and Task Descriptions

- 3.1 Each volunteer will have an agreement establishing what Martlesham Parish Council (MPC) undertakes to provide for them. Volunteers will be asked to agree to a written outline of the specific work they will be undertaking. Neither of these documents is intended to form a contract. MPC has no intention of creating a contract with any volunteers.

4. Training

- 4.1 Training will be provided as appropriate. Where possible & necessary, volunteers will be entitled to receive additional training on the same basis as paid staff.

5. Support

5.1 Regular volunteers will have a named Councillor or member of staff as their main point of contact, to whom they may turn if they wish, to discuss feedback, future volunteering roles, personal development and to air any problems.

6. Insurance

6.1 All volunteers are covered by MPC's insurance policies whilst they are engaged in any work on our behalf.

7. Health and Safety

7.1 Volunteers are covered by MPC's Health and Safety Policy, a copy of which will be provided upon request.

8. Equal Opportunities

8.1 MPC operates an Equal Opportunities Policy in respect of both paid and unpaid staff and volunteers. A copy of which will be provided upon request. Our volunteers are expected to make a commitment to equal opportunities in the workplace.

9. Expenses

9.1 Expenses are paid when a volunteer has prior agreement from the Clerk to incur expense and submits an approved claim with valid receipts.

9.2 Travel expenses carried out on behalf of the Council will be met.

10. The Volunteer's Voice

10.1 Volunteers are encouraged to express their views about matters concerning the Council and our work. The first contact for these views is their named Councillor or staff member.

11. Protection of Children and Vulnerable Adults

11.1 If the volunteer is to work in a regulated activity within the Council, the Council will carry out enhanced DBS checks and ensure the volunteer is not on the barred list with the Disclosure and Barring Service. The Council has a Safeguarding Policy, which is available upon request.

12. Resolving Concerns

12.1 We aim to identify and resolve problems at the earliest possible stage.

12.2 Volunteers should speak in the first instance to their named Councillor or staff member to raise any concerns.

12.3 If a complaint is received about a volunteer, we will apply our Martlesham Parish Council Complaints Policy to govern the approach to resolving the issue.

13. Confidentiality

13.1 Volunteers will be bound by the same requirements for confidentiality and data protection as paid staff and councillors. Volunteers are covered by the Martlesham Parish Council Data Protection Policy, available upon request.