

Duddon Parish Council

Volunteers Policy

Adopted 23rd May 2024 – Reviewed 22nd May 2025

1. Introduction

- 1.1 Many of the Town Council's activities involve working in partnership with community and voluntary groups, also volunteers work directly with the Council for a number of reasons:
 - To increase our contact with the local community we serve
 - To help ensure our services reflect the needs of our community
 - To increase skills, experience, perspectives and diversity in the workplace
 - To temporarily increase our skills and capacity.
- 1.2 We will ensure that volunteers feel part of the Parish Council structure by enabling them to contribute to our ongoing development. We will have systems in place to involve volunteers in staff information sessions and regular supervision.
- 1.3 Duddon 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.
- 1.4 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 do their role effectively.
- 1.5 Volunteers may come through community groups or direct from the community.
- 1.6 The following guidelines deal with practical aspects of volunteering with the Town Council. More information can be found on our website and in copies of policies mentioned here.

2. Recruitment

- 2.1 All prospective volunteers will be interviewed to find out what they would like to do, their skills, suitability and how best their potential might be realised.

3. Volunteer Agreement and Task Descriptions

- 3.1 Each volunteer will have an agreement establishing what Duddon Parish Council undertakes to provide for them. Also, volunteers will be asked to agree to a written agreement. Neither of these documents is intended to form a contract. Duddon Parish Council has no intention of creating a contract with any volunteers.

4. Expenses

- 4.1 Travel expenses carried out on behalf of the Town Council will be met subject to approval in a full Parish Council meeting.

5. Induction and training

- 5.1 All volunteers will receive an induction into Duddon Parish Council and their own area of work. Training will be provided as appropriate.

6. Support

- 6.1 All volunteers will have a named person as their main point of contact. They will be provided with regular supervision to feedback on progress, discuss future development and air any problems.

7. The Volunteer's Voice

- 7.1 Volunteers are encouraged to express their views about matters concerning Duddon Parish Council and its work to staff and councillors to their main point of contact.

8. Insurance

- 8.1 All volunteers are covered by Duddon Parish Council's insurance policy whilst they are engaged in any work on our behalf.

9. Health and Safety

- 9.1 Volunteers are covered by Duddon Parish Council's Health and Safety Policy, a copy of which is available on our website

10. Equal Opportunities

- 10.1 Duddon Parish Council operates an Equal Opportunities Policy in respect of both paid staff and volunteers. A copy is available on our website. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy which is available on our website

11. Problem Solving

- 11.1 We aim to identify and solve problems at the earliest possible stage.

12. Confidentiality

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