



# Broadbridge Heath Parish Council

## **VOLUNTEER POLICY – Jan 2022**

**Policy agreed by Recreation Committee - 31<sup>st</sup> January 2022**

**Adopted by Full Council – 7<sup>th</sup> February 2022**

**For review – February 2023.**

### **Aim**

BBH Parish Council acknowledges and values the support that Volunteers provide to the local community. This policy sets out the broad principles for voluntary involvement in activities overseen by BBHPC.

It will be reviewed annually to ensure it is relevant to the need of BBHPC and its volunteers.

### **Scope**

The policy applies to volunteers working on behalf of, but not employed by, the Parish Council. Volunteers are unpaid and of their own will, contribute their time, and skills to the benefit of the community.

Volunteer opportunities will be shared through Parish means, including social media, website, and noticeboard.

Other Volunteering opportunities that arise in the community relating to Parish Council land, assets or areas of responsibility must be authorised by the Parish Council.

Volunteers are requested to respect neighbours and residents when carrying out voluntary work. If the nature of the work is such that it is potentially disruptive to others, it should only be carried out at an agreed time and date.

Volunteers are requested to only carry out work authorised by the Parish council and such work must be undertaken in such a manner as to not harm, devalue or contaminate surrounding vegetation, land, or assets.

Volunteers can be expected to be treated with respect, and in accordance with the Equality Act and that personal data provided be used as per our GDPR policy.

Volunteers will be provided with a verbal brief of instructions to carry out the volunteer request.

A Risk Assessment will be carried out to identify any risks that may be carried out and shared prior to volunteering.

On condition that volunteers are working on behalf of the Parish Council and at their request, they will be insured under the Parish Councils' Public Liability Employers Liability cover. However, the PC does not insure the volunteers' personal possessions against loss or damage.

If equipment is required, the Parish Council will provide this. The Parish Council will not be responsible for individuals own equipment used.

Volunteer Areas to pursue:

- Litter picking
- Top Common Nature Area
- Ducky playpark garden area
- Hedge Maintenance at Charrington Way
- Public Footpath leaving Charrington Way
- Community allotment (future thoughts for discussion)