

BLUNDESTON & FLIXTON PARISH COUNCIL

VOLUNTEER POLICY

Purpose

This policy will enable Blundeston & Flixton Parish Council ("the Council") to demonstrate its commitment to keeping safe volunteers and those undertaking voluntary involvement in activities overseen or provided by the Council.

Policy Statement

The Council acknowledges and values the support that volunteers provide to the local community. This policy applies to volunteers working on behalf of, but not employed by, the Council. It will be reviewed annually to ensure that it is relevant to the needs of the Council and its volunteers.

Definitions

- Volunteers are unpaid and of their own free will contribute their time, energy and skills to benefit the community.
- There are three volunteer groups within the village which are working on behalf of the Council. These are:-
 - Thursday night gang who undertake general maintenance tasks throughout the village
 - Litter pick which generally takes place annually when volunteers are invited to take part
 - SID board volunteers who move the SID board between approved locations and also ensure it is fully charged

Related Policies

This policy will need to be read in conjunction with the following Parish Council policies, all of which are available on the Council's website:

- Health and Safety policy
- Risk Management - Volunteers
- Complaints policy
- Lone Working policy

Responsibilities of the Parish Council

- Volunteers can expect to be treated equally, regardless of their gender, race, age, faith, disability or sexual orientation.
- Volunteers must be adequately competent to be able to carry out the role. It must be sufficient to ensure their health and safety and, as far as reasonably practicable, that of any people who might be affected by the work.
- Details of the location of the Accident Record Folder and First Aid Kit held by the Parish Council will be communicated to all Volunteers.
- On condition that volunteers are working on behalf of the Council and at their direct request, then they will be insured under the Council's Public Liability and Employer's Liability cover subject to the following conditions:-
 - Volunteers should be between the ages of 16-75 years and must be physically fit and able to carry out the work expected of them in order for them to be covered by the Personal Accident section of the insurance policy.
 - Anyone under the age of 16 will require an adult to be present and will require parental permission to take part in the activity.
 - Any tools and equipment must be provided by the Council. If volunteers use their own tools and equipment the Council will not be liable for any injury, loss of damage arising from a fault or defect with these or their improper use
 - Non-powered tools only should be used with the exception of lawnmowers/grass cutting equipment and strimmers
 - Appropriate footwear should be worn and safety goggles used in the case of strimmers
 - If working at heights, this should be limited to heights below 10 metres.
 - Any cleaning materials used must not be stronger than those available on shop shelves
- Provision of any equipment or clothing needs must be authorised in advance by the Parish Council and appropriate receipts provided to the Parish Clerk. For items of expenditure over £100 these should be in the form of VAT receipts and must be addressed to the Council. For items under £100, a till receipt showing the VAT number of the supplier is sufficient.

This policy was adopted by the council at its meeting held on 15th June 2026
Date of next review – June 2027