



Volunteer Policy

This policy will enable Aberdyfi Community Council to demonstrate its commitment to keeping safe volunteers and those undertaking voluntary involvement in activities overseen or provided by Aberdyfi Community Council.

Adopted: 17th March 2025
Minute: CL/191/17.03.25

Review: March 2026

Policy Statement

Aberdyfi Community 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 Community Council. It will be reviewed annually to ensure that it is relevant to the needs of Aberdyfi Community Council and its volunteers.

Definitions

- Volunteers are unpaid and of their own free will contribute their time, energy and skills to benefit the community.
- Aberdyfi Community Council volunteer opportunities are advertised through the Rushlight Newsletter, Community Council notice boards and the Community Council website.

Related Policies

This policy will need to be read in conjunction with the following Community Council policies: Equality and Diversity, Data Protection, Complaints Policy, Health and Safety Policy, Accident Reporting Policy and Procedures and any others deemed appropriate.

Responsibilities of the Community Council

- All volunteering opportunities that arise from the community must be authorised by the Community Council. Volunteers must inform the Parish Council of the work they intend to undertake before commencing such work by contacting the Clerk.
- Volunteers can expect to be treated equally, regardless of their gender, race, age, faith, disability or sexual orientation.
- Volunteers must be adequately trained 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. The Community Council will work with the individual authorised to undertake the work to assess training needs and provide appropriate training as required.
- Volunteers must undergo an induction appropriate for the task being undertaken. This should include health and safety, what to do if there is a problem and an introduction to other relevant individuals. The Community Council will work with the individual authorised to undertake the work to ensure appropriate induction takes place.
- Copies of the Council's Health and Safety Policy and Accident Reporting Policy and Procedures will be handed to all Volunteers prior to the commencement of their volunteering work. Details of the location of the Accident Record Folder and First Aid Kit held by the Community Council will be communicated to all Volunteers.
- A risk assessment must be undertaken in order to identify risks that might be faced and how they will be managed. The Clerk must receive a copy of such risk assessment records. The Community Council will work with the individual authorised to undertake the work to ensure appropriate risk assessments are undertaken.
- On condition that volunteers are working on behalf of the Community Council and at their direct request, then they will be insured under the Community Council's Public Liability and Employer's Liability cover. However, the volunteer's personal possessions against loss or damage will not be insured. If volunteers are to use their own tools or equipment the Community Council will not be held liable for any injury, loss or damage arising from a fault or defect with these.
- Volunteers will only be required to carry out less hazardous work involving use of non-powered tools where possible. In all cases, sensible and appropriate protective equipment should be worn including stout footwear, safety goggles (if appropriate); protective clothing and high visibility vests.
- Expenses will only be paid only with the prior approval of the Community Council and after receipt by the Community Council of paper receipts in respect of same. Provision of any safety equipment or clothing needs that are identified during the risk assessment process must be authorised in advance by the Council.
- If volunteers are dissatisfied with any aspect of their work or wish to resolve a problem, contact should be made in the first instance with the Council Clerk.