

Adopted November 2023

This Volunteer Policy sets out the voluntary involvement in activities authorised by and arranged with Newdigate Parish Council.

This policy applies to volunteers working on behalf of the council. It does not apply to those employed by the council or to members of the council.

Introduction

The Council recognises that volunteers contribute in many ways to the local community and work of the Council. It is our aim to ensure that a volunteer's experience is positive and is as beneficial as possible to the volunteer, the Council and the Parish.

We will discuss with you the amount of time that you are willing to commit to volunteering, the frequency of your availability and how this will fit in with our needs. If, for any reason you will not be able to attend as previously agreed we would be grateful if you could let the Council know as soon as reasonably expected.

Volunteer Activities

Newdigate Parish Council will provide all information and equipment required to carry out your role as a volunteer. A named contact will be allocated to supervise and support as necessary. Personal Liability Insurance to cover you while you are fulfilling authorised work.

We expect you:

We ask you to perform your volunteering role to the best of your ability.

To follow the organisations policies and procedures and standards, including Health and Safety and Equality and Diversity, in relation to its staff, volunteers and customers.

To maintain the confidential information of the organisation and of its users as appropriate. During your volunteering, you may come across confidential information about the project, its staff, and its customers. You must respect this confidentiality and not disclose this information except where required to do so by law.

To be aware of the importance of safeguarding policies and procedures and to always discuss with a colleague any safeguarding concerns.

To meet the time commitments and standards which have been mutually agreed with you and to give reasonable notice so other arrangements can be made when this is not possible.