

PORLOCK PARISH COUNCIL VOLUNTEERING POLICY



Introduction

The Parish Council 'the council' recognises the valuable contribution volunteers make to the local community. This policy sets out the framework for engaging, supporting, and managing volunteers in a fair, consistent, and respectful manner.

Purpose of Volunteering

Volunteers may assist with:

- Community events and activities
- Environmental projects (e.g. litter picking, gardening)
- Administrative support
- Local heritage and tourism initiatives
- Youth and elderly engagement programmes

Definition of a Volunteer

A volunteer is someone who freely gives their time, skills, and experience to benefit the community without financial gain.

Recruitment and Selection

- Volunteers will be recruited based on their interest, availability, and suitability for the role.
- All volunteers may be asked to complete a simple application or expression of interest form.
- References or DBS checks may be required for roles involving vulnerable groups.

Induction and Training

- Volunteers will receive an induction covering the council's health and safety, safeguarding, and role expectations.
- Training will be provided where necessary to ensure volunteers feel confident and supported.

Support and Supervision

- A named contact (e.g. a member of council staff or designated councillor) will be available to support volunteers.
- Regular check-ins will be offered to ensure volunteers are happy and able to raise concerns.

Health and Safety

- Volunteers are expected to follow all health and safety guidelines.
- Risk assessments will be carried out for relevant activities.
- Volunteers must report any accidents or incidents promptly.

Expenses

- Reasonable out-of-pocket expenses (e.g. travel, materials) may be reimbursed with prior approval from the Clerk with required receipts.

Confidentiality and Conduct

- Volunteers must respect confidentiality and act in a manner that reflects the Parish Council's values.
- Any misconduct may result in the volunteer being asked to step down.

Recognition

The council will acknowledge and celebrate the contributions of volunteers through events, certificates, or public thanks.

Review

This policy will be reviewed annually or as needed to ensure it remains relevant and effective and or in response to changes in legislation or council operations.

Dated: 10th September 2025

Duncan McCanlis
Chair

Johnathan Jones
Clerk & Responsible Financial Officer

DRAFT