Holbeach PARISH COUNCIL

Coubro Chambers, 11 West End
Holbeach, PE12 7LW
01406 426739
clerk@holbeachparishcouncil.gov.uk
holbeach.parish.lincolnshire.gov.uk
@HolbeachParishCouncil

PARISH COUNCIL VOLUNTEERS POLICY

1. Purpose

This policy sets out how the Parish Council engages, manages and supports volunteers, ensuring activities are lawful, safe, and properly governed.

2. Definition of a Volunteer

A volunteer is an individual who freely gives their time to support the Council without payment other than reimbursement of approved expenses.

2A. Exclusions

This policy does not apply to: - Elected Parish Councillors - Co-opted Councillors - Paid employees of the Council

Where these individuals are undertaking their official duties or roles on behalf of the Council, they are covered by separate governance, employment, or statutory provisions and not by this Volunteers Policy. A volunteer is an individual who freely gives their time to support the Council without payment.

3. Volunteer Registration

All volunteers must be formally registered with the Parish Council before undertaking any activities.

The registration process will: - Record the volunteer's name and contact details - Specify the nature of the voluntary activities to be undertaken - Confirm agreement to comply with Council policies

No individual may act on behalf of the Council unless registered.

4. Roles and Responsibilities

Council Responsibilities

The Council will: - Provide a safe working environment - Ensure appropriate insurance cover is in place and checked for each activity - Undertake risk assessments - Provide training and supervision where required - Reimburse approved expenses

Volunteer Responsibilities

Volunteers must: - Follow Council policies and instructions - Take reasonable care for health and safety - Only undertake agreed activities - Report hazards or concerns

5. Insurance and Indemnity

The Council will maintain appropriate insurance cover for volunteer activities.

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Prior to any activity: - Insurance will be checked to ensure it covers the specific activity and associated risks

Volunteers are indemnified only where they: - Are registered with the Council - Act within their agreed role - Follow Council procedures

Insurance arrangements for elected Councillors, co-opted Councillors, and paid employees are managed separately under the Council's insurance policies and confirmed with the Council's insurers as part of standard cover. The Council will maintain appropriate insurance cover for volunteer activities.

Prior to any activity: - Insurance will be checked to ensure it covers the specific activity and associated risks

Volunteers are indemnified only where they: - Are registered with the Council - Act within their agreed role - Follow Council procedures

6. Health and Safety

The Council will: - Carry out suitable and sufficient risk assessments - Implement control measures - Provide necessary equipment

Volunteers must not undertake tasks outside their competence or authorisation.

7. Risk Assessments

- Required for all volunteer activities
- Must be completed before work begins
- Must be communicated to volunteers

8. Safeguarding and DBS

DBS checks will only be carried out where the role involves regulated activity.

The Council will: - Assess whether a DBS check is legally required - Ensure safeguarding measures are proportionate

9. Training and Support

The Council will provide induction, relevant training, and supervision.

10. Equality

The Council will treat all volunteers fairly and without discrimination.

11. Data Protection

Volunteer data will be processed in accordance with data protection legislation.

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Volunteers must also respect confidentiality and data protection requirements.

12. Conduct

Volunteers must act responsibly and represent the Council appropriately.

13. Ending Arrangements

Either party may end the volunteering arrangement at any time.

14. Review

This policy will be reviewed annually.

Adopted by: Holbeach Parish Council

Date: 12th October 2026

Review Date: May 27

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VOLUNTEER REGISTRATION FORM

Name:

Address:

Postcode:

Telephone:

Email:

Emergency Contact Name & Number:

Description of Voluntary Activities to be Undertaken:

Relevant Skills/Experience:

Medical Conditions or Accessibility Requirements (optional):

Do you require a DBS check for this role? YES / NO (to be completed by Council)

Declaration

I confirm that: - I wish to act as a volunteer for the Parish Council - I understand this is not a contract of employment - I agree to follow Council policies and procedures

Signature:

Date:

VOLUNTEER PRIVACY NOTICE

1. Purpose

This notice explains how the Parish Council uses personal data relating to volunteers.

2. Information Collected

The Council may collect: - Contact details - Emergency contact information - Relevant experience or skills - Information required for safeguarding checks where applicable

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3. Lawful Basis

Data is processed for: - Administration of volunteer activities - Health and safety management - Compliance with legal obligations

4. How Data is Used

Data will be used to: - Manage volunteer activities - Communicate with volunteers - Ensure safety and suitability

5. Data Sharing

Data will not be shared with third parties unless required by law or safeguarding obligations.

6. Data Storage and Retention

Data will be stored securely and retained only as long as necessary.

7. Your Rights

Volunteers have the right to: - Access their data - Request correction - Request deletion where appropriate

8. Contact

For data protection queries, contact the Parish Clerk, clerk@holbeachparishcouncil.gov.uk