BRACKLEY TOWN COUNCIL

Volunteer Policy

T 01280 702 441
E office@brackleynorthants-tc.gov.uk
W www.brackleynorthants-tc.gov.uk

FOLLOW US

20 HIGH STREET, BRACKLEY, NORTHAMPTONSHIRE, NN13 7DS

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1. Scope

1.1 Introduction

This policy sets out how Brackley Town Council recruits, supports and manages volunteers involved in authorised Council activities.

The Council recognises the valuable contribution volunteers make to the local community and is committed to providing a safe, inclusive and well-managed volunteering environment.

This policy applies to all volunteers acting on behalf of Brackley Town Council. It does not apply to Council employees.

1.2 Volunteer Management

Volunteers freely give their time, skills and experience without payment to support activities approved by Brackley Town Council.

Volunteer opportunities may be promoted through the Council's website, noticeboards, social media channels and other Council communications.

Any community-led volunteering activity carried out on behalf of the Council must be authorised in advance by the Deputy Town Clerk.

The Council maintains a volunteer register containing contact details and an emergency contact for each volunteer. Volunteers are responsible for keeping their information up to date and may request removal from the register at any time.

Volunteers should act respectfully towards residents, businesses and other volunteers and must represent the Council positively when carrying out authorised activities.

Brackley Town Council is committed to equality and welcomes volunteers from all backgrounds. Volunteers will be treated fairly and without discrimination.

2. Training, Competence and Induction

Volunteers must have the skills, knowledge and training necessary to carry out their role safely.

Training requirements will depend on:

- The task being undertaken.
- The level of supervision required.
- Any hazards associated with the work.
- The equipment or tools being used.

Where additional skills or knowledge are required, appropriate training will be provided before work begins.

Each volunteer will receive an induction relevant to their role, including:

- Health and safety information.
- Emergency procedures.
- Reporting arrangements.
- Introduction to relevant personnel.

A suitable risk assessment must be completed before work starts. A copy of the risk assessment must be provided to the Deputy Town Clerk.

The person authorised by the Council to oversee the activity will be responsible for supervising volunteers and ensuring that appropriate training and induction are provided.

3. Insurance

Volunteers carrying out authorised activities on behalf of Brackley Town Council are covered by the Council's Public Liability and Employers' Liability insurance policies.

The Council does not insure volunteers' personal belongings, tools or equipment. Volunteers using their own equipment do so at their own risk.

Volunteer activities should normally be limited to low-risk tasks such as:

- Litter picking.
- Planting and landscape maintenance.
- Path maintenance.
- Event support

Anyone using equipment must do so safely and in accordance with any training provided.

Tree work and other specialist activities must only be undertaken by appropriately qualified contractors with adequate insurance cover.

4. Health and Safety

Brackley Town Council is committed to protecting the health, safety and welfare of all volunteers.

All volunteer activities must comply with relevant health and safety legislation and be supported by an appropriate risk assessment.

Before work begins, volunteers must be informed of:

- The purpose of the task.
- Any risks involved.
- Required safety measures.
- Supervision arrangements.

The Council will not authorise volunteers to undertake work considered unsafe or beyond their level of competence.

The following requirements apply:

- A supervisor or designated person in charge must be appointed for group activities.
- The Deputy Town Clerk must be informed before work is carried out on Council property or at Council events, wherever reasonably practicable.
- Staff must complete a risk assessment must be signed before work begins.
- Volunteers must only undertake tasks they are competent to perform.
- Suitable PPE must be worn where required and will be provided by the Town Council.
- Mechanical equipment may only be used by volunteers who have received appropriate training.
- Any equipment used must be maintained in a safe condition.

- Volunteers must take reasonable care of their own safety and that of others.
- Work areas must be inspected for hazards before activities commence.
- A mobile phone should be available during volunteer activities in case of emergency.

The Town Council welcomes volunteers of all ages and recognises the valuable contribution that children, young people and families can make to community activities.

- Volunteers under 18 may participate only when accompanied by, and under the supervision of, a parent or responsible adult.
- Volunteers under 18 may only use age-appropriate tools and equipment and will be subject to appropriate risk assessments, safeguarding arrangements, supervision and, where appropriate, parental consent.
- The level of supervision provided will reflect the age, maturity, experience and nature of the activity being undertaken.

We believe everyone has something valuable to contribute. We welcome volunteers of all abilities including those who are neurodivergent, disabled, or have additional support needs. We will work with individuals to provide reasonable adjustments and support wherever possible, ensuring volunteering is accessible, rewarding and inclusive for all.

5. Accidents and First Aid

For group activities, at least one member of staff or volunteer should hold basic first aid training.

A suitable first aid kit must be available during volunteer activities.

All accidents, incidents and near misses must be reported to the Town Clerk as soon as possible and recorded appropriately.

The Town Clerk or Operations Manager are responsible for ensuring compliance with the Council's health and safety requirements.

6. Complaints

Volunteers should raise any concerns or complaints with the activity supervisor in the first instance.

Volunteers may also contact the Town Clerk directly if they have concerns about their role or volunteering experience.

If the matter cannot be resolved informally, it will be dealt with in accordance with Brackley Town Council's Complaints Procedure.

A copy of this policy will be provided to all volunteers and reissued whenever significant amendments are made.

7. Appendices

- Appendix A: Volunteer Registration Form

BRACKLEY TOWN COUNCIL

VOLUNTEER REGISTRATION FORM

Thank you for your interest in volunteering with Brackley Town Council.

We have a number of events and community activities throughout the year and are always grateful for volunteers who can spare their time to help. Please complete the form below and we will contact you when suitable volunteering opportunities become available.

YOUR DETAILS

Full Name:

Address:

Postcode:

Telephone/Mobile Number:

Email Address:

NEXT OF KIN/EMERGENCY CONTACT

Full Name:

Relationship:

Contact Telephone Number:

VOLUNTEERING

RELEVANT SKILLS, EXPERIENCE AND INTERESTS

Do you have any skills, experience, qualifications or interests that you feel may be useful when volunteering at Brackley Town Council events?

This could include event experience, working with the public, first aid, photography, crafts, gardening, setting up equipment or any other skills you would be happy to share.

Please provide details:

Are there any activities or areas you would especially enjoy helping with?

AVAILABILITY

When are you generally available to volunteer?

☐ Weekdays
☐ Weekends
☐ School holidays
☐ Weekdays
☐ Flexible / varies

How much notice would you normally need for a volunteering opportunity?

☐ A few days
☐ One week
☐ Two weeks or more
☐ Flexible

ACCESSIBILITY AND SUPPORT

Is there anything we should be aware of to help you volunteer safely and comfortably?

As part of our volunteer recruitment process, we ask applicants to declare any unspent criminal convictions.

Do you have any unspent criminal convictions?

☐ No
☐ Yes

If yes, please provide brief details below:

Please do not provide details of spent convictions. Having an unspent conviction does not necessarily prevent you from volunteering with Brackley Town Council. Any information provided will be treated sensitively and considered on an individual basis.

PRIVACY NOTICE

We will use the information you provide to process and manage your volunteer registration and to contact you about volunteering opportunities and related activities. Your information will be stored securely and will not be shared with third parties unless required by law. All personal data will be processed in accordance with UK GDPR and the Data Protection Act 2018. We will only keep your data for as long as necessary for these purposes. By submitting this form, you consent to us using your information in this way.

DECLARATION

I confirm that the information provided on this form is accurate and complete to the best of my knowledge. I understand that I should inform Brackley Town Council if my circumstances change in relation to the information provided.

Signature:		Date:	
Name:			