

# Farnsfield Parish Council Volunteer & Safeguarding Policy

## Purpose of this policy

Farnsfield Parish Council values the contributions made by volunteers and intends to offer volunteering opportunities to as wide a group as we can to help us to keep Farnsfield a village we can all be proud of.

Volunteers are included in our insurance policy when they are working under our direct instruction and supervision and where they are on our volunteer register and undertaking one of our risk assessed roles. Individuals are responsible for insuring their personal possessions. You can still do voluntary work in and around Farnsfield without registering as a volunteer with us, but this is at your own risk.

Please be aware that Farnsfield Parish Council is not responsible for community litter picking activities and refer to the guidance from Newark and Sherwood District council available on their [website](#).

## Recruitment & induction

You can volunteer by registering with Farnsfield Parish Council for one of our volunteer roles. Our privacy notice which details how we process any personal data we hold and your rights and responsibilities, is available on our [website](#) or from the clerk.

You can find details of our volunteer opportunities on our website or by emailing [clerk@farnsfield-pc.uk](mailto:clerk@farnsfield-pc.uk).

Volunteers are expected to have read and comply with our Health and Safety, Equality and any other policies relevant to their volunteering role. Our policies are available on our [website](#) or in Farnsfield Library.

Every volunteer will have a named contact from one of our council staff or councillors and will be provided with a description of the role, details of the risk assessment and a health and safety briefing.

We will assess whether the role is suitable for each individual giving special consideration where young or vulnerable persons or children are volunteering as there is a specific duty of care due to their lack of experience and the absence of awareness of existing or potential risks.

We will ensure that the supervisor or trainer for any children and vulnerable adults will be DBS checked.

Please email [clerk@farnsfield-pc.uk](mailto:clerk@farnsfield-pc.uk) for details.

The Council reserves the right to end the service of a volunteer at any time and no contract is implied.

## Before and during the task

A named supervisor will be responsible for ensuring that all volunteers are familiar with the risk assessment and that before the task begins an inspection is carried out to ensure that there are no new obvious risks in addition to those already identified. Any identified hazards or risks must be noted and then either safely nullified or a decision taken that the work cannot be safely completed.

Volunteers should be fully informed of the task, its purpose and the health, safety and management arrangements. Any volunteer choosing to ignore the risk assessment, the instructions of the supervisor or undertaking any activity outside of the original agreed task does so at their own risk.

Proof of the completion of any training identified is needed before any activity can go ahead unless the activity involves on the job training by a qualified trainer; this will be detailed in the risk assessment.

Volunteers should report any issues or incidents that occur during the task to their supervisor or the Clerk.

## Volunteer roles

Volunteer roles must be approved in advance by Council. A risk assessment for the role must be completed to identify if training or personal protective equipment is required and to identify any hazards or risks, control measures needed and actions to be taken.

Volunteers using their own tools do so at their own risk.

## Specific responsibilities

Cllrs. Lesley Healy and Barry Westbury are responsible for safeguarding and will be enhanced DBS checked.

The Clerk has overall day to day responsibility for Health and Safety and holds the volunteer register, the approved volunteer roles and the risk assessments.