

Snettisham Parish Council

Snettisham Parish Council Volunteer Policy

1. Introduction

Snettisham Parish Council recognises the valuable contribution volunteers make to our community. This policy outlines the safety and liability measures in place to ensure all volunteering is carried out in a safe, responsible, and supported manner.

2. Definition of a Volunteer

A volunteer is someone who, without expectation of payment, offers their time and skills to help the council and the local community. Volunteers are not employees and do not have a contract of employment.

3. Safety and Risk Management

- All volunteers must work in a manner that ensures their own safety and the safety of others.
- Volunteers will be provided with appropriate guidance or training, depending on the nature of their activity.
- Volunteers must follow any health and safety instructions issued by the council.
- A risk assessment will be carried out for all organised volunteer activities.
- Volunteers should wear appropriate clothing and use any protective equipment provided.

4. Insurance and Liability

- Volunteers engaged in approved activities are covered by the Parish Council's public liability insurance.
- This cover applies only when the activity has been agreed in advance with the Parish Council.
- Volunteers are responsible for insuring their own personal belongings and transport unless otherwise stated.

5. Supervision and Support

Snettisham Parish Council

- Volunteers will have a point of contact within the council for any questions or concerns.
- The council will provide support to ensure volunteer activities are meaningful, safe, and enjoyable.

6. Conduct

- Volunteers are expected to act respectfully and responsibly, representing the council positively.
- Any incidents, injuries, or hazards must be reported to the council as soon as possible.

7. Data Protection

- Snettisham Parish Council is committed to protecting the personal data of all volunteers in accordance with the UK General Data Protection Regulation (UK GDPR).
- All volunteers must provide some basic personal data including contact details for safety and insurance purposes. Any personal information provided by volunteers (e.g. name, contact details, emergency contact information) will be securely stored and used only for purposes related to their volunteering role.
- Information will not be shared with third parties without the volunteer's explicit consent, unless required by law.
- Volunteers have the right to access the personal data held about them, request correction or deletion, and raise concerns about how their data is handled.
- A full copy of the council's Privacy Policy is available on request or via the council's website.

8. Agreement

All volunteers must confirm they have read and understood this policy before starting any work on behalf of the council.

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