



VOLUNTEER POLICY

Review Date: 16th February 2026

Introduction

Carharrack Parish Council ("the Council") recognises and values the important contribution made by volunteers in supporting the work of the Council and enhancing the wellbeing of the parish community.

Carharrack Parish Council
c/o 8 Albion Row, Carharrack, Redruth, TR16 5QW
("the Organisation", "we", "our")

This policy sets out the principals for involving in a safe, fair and consistent manner.

Purpose

The purpose of this policy is to:

- Provide a framework for the recruitment and management of volunteers
- Clarify roles and expectations
- Ensure volunteers are treated fairly and consistently
- Promote safe working practices
- Ensure compliance with relevant legislation

Definition of a Volunteer

A volunteer is and individual who gives their time freely and willingly, without payment, to support the work of Carharrack Parish Council. Volunteers are not employees and this policy does not form part of any contract of employment.

Principles of Volunteering

Carharrack Parish Council will:

- Value and respect volunteers
- Provide clear role descriptions
- Ensure volunteers understand their responsibilities
- Provide appropriate support and supervision
- Promote equality, diversity, and inclusion
- Provide safe working conditions

Volunteers are expected to:

- Carry out agreed tasks responsibly
- Follow Council policies and procedures
- Act in a professional and respectful manner
- Raise concerns promptly with their named contact.

Recruitment and Selection

Volunteers will be recruited in a fair and transparent manner. Depending on the nature of the role, the process may include:

- Completion of a volunteer application form
- Informal discussion or interview
- Provision of references
- Disclosure and Barring Service (DBS) check where appropriate

All recruitment will comply with the Equality Act 2010.

Induction and Training

All volunteers will receive:

- An induction relevant to their role
- Information about Council policies (e.g., Health & Safety, Safeguarding, Data Protection)
- Appropriate training where required

Ongoing support will be provided by a named Councillor or the Parish Clerk.

Health and Safety

Carharrack Parish Council has a duty of care to volunteers. The Council will:

- Provide a safe working environment
- Conduct risk assessments where appropriate
- Provide necessary safety equipment

Volunteers must:

- Follow health and safety guidance
- Take reasonable care of their own safety and that of others
- Report accidents, incidents, or hazards promptly

Insurance

Volunteers are covered under the Council's public liability insurance while carrying out approved volunteer activities on behalf of the Council.

Safeguarding

Where volunteers work with children, young people, or vulnerable adults, safeguarding procedures will apply. Appropriate DBS checks will be carried out where required

Confidentiality and Data Protection

Volunteers must maintain confidentiality regarding any sensitive information obtained during their volunteering.

All personal data will be handled in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Expenses

Volunteers may claim reasonable out-of-pocket expenses incurred while undertaking approved activities, subject to prior agreement and submission of receipts

Problem Solving and Complaints

If a volunteer has concerns or complaints, they should raise them with their named contact or the Parish Clerk.

If issues arise regarding a volunteer's conduct or performance, the Council will:

- Discuss concerns informally in the first instance
- Offer support where appropriate
- End the volunteering arrangement if necessary

As volunteering is not a contractual arrangement, either party may end the arrangement at any time.


Updates to This Policy

This policy shall be reviewed **annually** by Council Officers or sooner if changes in legislation,

This policy was last updated on 15th February 2026 and reviewed at Council Meeting 16th February 2026 as detailed in meeting point 19

Implementation

This policy takes effect from 16th February 2026 and is not retroactive

| Name | Position | Signature | Date |
|----------------------|-------------|---|------------|
| Cllr Bettina Holland | Chairperson |  | 16.02.2026 |