



Okehampton Town Council

Okehampton Town Council

DRAFT Volunteer Policy

Introduction

This policy has been prepared for the benefit of members of the public who may volunteer their time for Okehampton Town Council. This policy does not apply to Okehampton Town Council's relationship with voluntary organisations where other arrangements could apply.

Okehampton Town Council appreciates that volunteers contribute valuable assistance and experience that would otherwise not be available and in turn can themselves gain valuable working experience that can enhance their skills and enable self-fulfilment. It is therefore, important that Okehampton Town Council encourages the participation of volunteers whilst ensuring the safety and security of all parties.

Definition of Volunteer

A volunteer is a person who freely undertakes to perform a service, task or function that is not normally or traditionally performed as a full job and who does so without financial reward. A clear distinction exists between volunteers and those who are given a financial reward.

Any member of the public is welcome to volunteer their time and services to the Council for the purposes of litter picking, weeding or cleaning of items including signage. Other tasks may be allocated at the discretion of the Park-Keeper.

Being a volunteer does not excuse poor behaviour. Any concerns will be dealt with in accordance with Council policies.

Agreement

Volunteers will be required to complete a written agreement, consent form, provide contact details for themselves and those of another person in case of emergency, and any relevant health information.

Training

Volunteers will receive an induction by the Park-Keeper which will include health and safety to ensure they understand the environment they are to volunteer in and to clarify how the volunteer is expected to carry out their tasks.

Liability

For any council-led activity undertaken by a volunteer, Okehampton Town Council's insurance policies will apply. Volunteers should be aware that this insurance does not cover them for loss of earnings should they sustain an injury.

Equality

Okehampton Town Council's commitment to diversity and equality applies to volunteers and the Council values the contribution made by everyone, especially that made by unpaid volunteers.

Point of Contact

The Park-Keeper will be the main point of contact in working hours, which are normally as defined below, and to whom volunteers can go to with queries or concerns. The Town Clerk can also be contacted if the volunteer wishes to speak with another member of staff about any matters.

Monday to Thursday 8.30am to 4.30pm
Friday 8.30am to 1pm

Health and Safety

The induction process will include health and safety practices and requirements. Volunteers are recommended to carry with them a mobile phone at all times in case of emergency and not to work alone.

Volunteers must not under any circumstances undertake tasks on the riverbank or in the river itself.

It is strongly recommended that volunteers only undertake tasks during the working hours of Okehampton Town Council employees which are normally as stated in the section entitled 'Point of Contact'.

Outside of these hours first aid equipment and assistance from Okehampton Town Council will not be available and volunteers undertaking tasks will not be considered to be volunteering for the Council.



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Draft Volunteer Personal Details

Confidential once completed

Your contact details

Title: Please circle	Mr Mrs Ms Miss Dr Other Please State
Full Name:	
Address:	
Date of Birth:	
Home Telephone:	
Mobile Telephone:	
Email:	

Emergency Contact

Name:	
Relationship to you:	
Address:	
Home Telephone:	
Work Telephone:	
Mobile Telephone	
Email:	

Your health and safety is of primary importance to us. We aim to plan activities around your capabilities. It is important that we are aware of any medical conditions that may make it difficult for you to undertake any activities as a volunteer or may be made worse through your role.

Your Health

<p>Please list any medical conditions that may make it difficult for you to undertake any activities for your volunteer role. For example, a known heart condition, diabetes, or asthma. If “none”, please state “none”.</p>	
<p>Please list any medical conditions that may be triggered or aggravated by undertaking any activities for your volunteer role. For example, a known heart condition, diabetes, or asthma. If “none”, please state “none”.</p>	
<p>Please list any allergies that you may have. If “none”, please state “none”.</p>	

Declaration

Please tick as appropriate	I agree	I don't agree
I agree to comply with all health and safety guidance and training that I am given		
I agree to make the nominated contact person aware of any changes to my contact details or health (as described in the form)		
I confirm I am over 18 years of age.		
The information I have given in this form is, to the best of my knowledge, true and correct.		

Please sign:

Signed:	Date:
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The information that you provide will be held by Okehampton Town Council and used for the purpose of the administration of this booking. We will keep the information for the period of time as set out in the Council's Documentation Retention Policy. The information will be held securely and not be disclosed to anyone or used for any other purpose without your permission. On expiration of the retention period the information will be destroyed in a secure manner. Policies about how the Council will protect your privacy are available at www.okehampton.gov.uk/documents or by contacting the Council on 01837 53179.



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DRAFT Volunteer Agreement

Thank you for volunteering with Okehampton Town Council. For your information and safety, we ask you to read and sign this agreement before commencing duties.

Volunteering is undertaken freely and not in return for wages. We hope that your voluntary work will give you a sense of achievement, work experience, a chance to build your skills and learn new ones as well as a chance to strengthen your confidence.

Your main point of contact is Mr James McGahey, the Park-Keeper, or a member of his team who can be contacted during normal working hours by the following methods:

Phone: 07511831912
Email: parks@okehampton.gov.uk

Through the Council office in the Town Hall, Fore Street, Okehampton – 01837 53179

Working hours are normally:
Monday to Thursday 8.30am to 4.30pm
Friday 8.30am to 1pm

Your tasks will be allocated by Mr McGahey, the Park-Keeper, and you will be expected to follow the policies and procedures referred to in your induction, including health and safety, diversity and equal opportunities.

Okehampton Town Council reserves the right to ask you not to continue volunteering your time should any issues arise or the situation changes. Any disciplinary or grievance matter will be dealt with in accordance with the Town Council's policies.

I agree to abide with this agreement.

SignedDate

Name:

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General Data Protection Regulations, Consent to hold Volunteers Contact Information

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I confirm that I have read and understand Okehampton Town Council's Privacy Notice.

I agree by signing below that Okehampton Town Council may process my personal information for providing information and corresponding with me.

I agree that Okehampton Town Council can use pictures of me and my name when publicising volunteer work on its website and in social media/news articles.

I agree that Okehampton Town Council can keep my personal data for the length of my volunteers' position or until I request its removal.

I understand that I have the right to request modification on the information that Okehampton Town Council keeps on record

I understand that I have the right to withdraw my consent and request that my details are removed from your database

I understand that outside of the hours stipulated in the Simmons Park Volunteer Policy I will not be considered to be volunteering for Okehampton Town Council and will be doing so entirely at my own risk

Signed

Name:

Date:

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