



Okehampton Town Council

# Okehampton Town Council

## 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.

The Council insurer stipulates 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.