

Volunteer Policy

Volunteering with **Chatteris Town Council**

Purpose of our volunteer policy

Our volunteer policy has been created to show our volunteers and potential volunteers that we have spent time and care in planning how volunteers will be welcomed at Chatteris Town Council. It also outlines that all volunteers will be treated in a fair and consistent way. It should also help our volunteers understand what support is available to them and what they can expect from us.

Our vision and mission for volunteering

Volunteering is a great way to share your enthusiasm, skills and ideas whilst having fun and meeting like-minded people. By volunteering for Chatteris Town Council you will be making a positive contribution to community development in our area. Volunteers are vital to our work.

Attracting volunteers and volunteer agreement

We are looking for volunteers to help with projects including the Midsummer Festival, the Old Railway Line footpath and the Little Acre Fen Pocket Park. You will be asked to complete a short registration form and once you have done so the Clerk will get in touch with more information on specific opportunities and we can decide together which option best matches your interests and time availability and also our needs. Your help will be greatly appreciated and really will make a difference.

Access Ni Checks

Some volunteer roles will require an Access Ni check to inform Chatteris Town Council of any criminal convictions that a person wishing to volunteer may have. For example, any volunteer position which involves regulated activity with children or vulnerable adults will be subject to an Access Ni check.

Induction and training

It does not matter how much you already know, as there will be opportunities to learn, and we have roles to suit every level of expertise.

There will be an induction prepared and delivered by one of our staff. This will include:

- ☐ Some information about Chatteris Town Council
- ☐ the role of the volunteer;
- ☐ introduction to some volunteers;
- ☐ tour around our facilities to see some of our initiatives;
- ☐ copy of all the relevant policies;

Support

Our Clerk will offer support to you. They will remain your key contact throughout your volunteering with us. This will include regular meetings with you to discuss how you are getting on, discuss any training needs and deal with issues arising. This will also ensure that Chatteris Town Council are doing all we can to make your volunteering experience an enjoyable and meaningful one.

Recognition and reward

We could not do the work we do without our volunteers. To acknowledge this we will always say thank you and show appreciation for a job well done. There will always be a listening ear or shoulder to lean on.

Expenses

We value our volunteers and want to ensure that there are no barriers to volunteer involvement. All reasonable out of pocket expenses, if required, will be reimbursed including expenses for travel. Meal vouchers will be issued for those working over 4 hours at the Midsummer Festival. In order to claim expenses, an Expenses Form must be completed, and relevant valid receipts provided and these should be handed to the Clerk or Financial Officer.

Insurance, health and safety, accidents and risk assessment

Chatteris Town Council has a valid insurance policy so that volunteers are covered by public liability insurance, which you are advised to read. It covers the volunteering activities you will be doing. We will keep reminding you of our Health and Safety Policy and give simple instructions on how to perform each task safely. We have clear procedures for accidents and emergencies.

Resolving problems

We hope that you will have a very enjoyable experience volunteering with us. However if your role as a volunteer does not meet with your expectations or with the commitments we have

made to you, we want you to feel comfortable about letting us know. First of all, talk to the person who leads the team where you volunteer and he or she should be able to sort it out with you before it becomes a problem. If you do not feel this will resolve things you can speak to the Volunteer co-ordinator.

Confidentiality

We expect all volunteers to adhere to confidentiality guidelines which will be explained to you before you begin volunteering with us and this also includes use of social media and contact with any press.

Equality, Diversity and Inclusion

Chatteris Town Council is committed to embracing diversity and promoting equality and inclusion. When representing Chatteris Town Council as a volunteer we expect you to support our commitment to promoting equality.

This is the Volunteer Policy of Chatteris Town Council

It was adopted at the Chatteris Town Council meeting held on _____

Date of next review _____

Signed _____

Position _____

Signed _____

Position _____