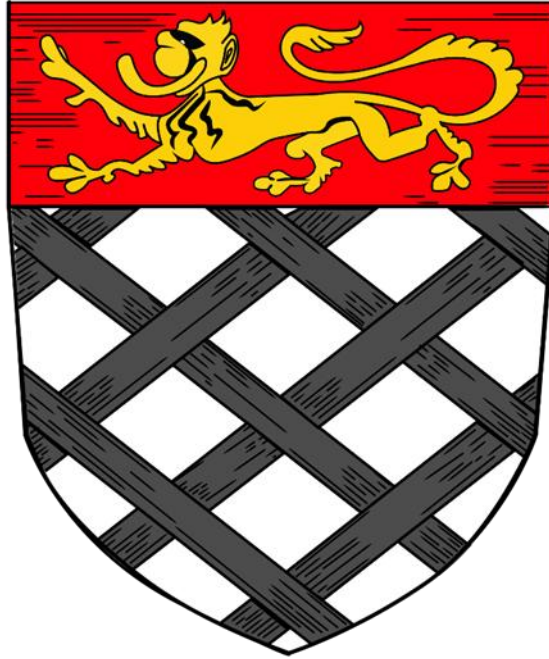


**MEPPERSHALL  
PARISH COUNCIL**



**VOLUNTEER  
POLICY AND  
AGREEMENT**

*As re-adopted at a meeting of Meppershall Parish Council on 8<sup>th</sup> June 2026*

## CONTENTS

DOCUMENT CONTROL.....	3
DOCUMENT AMENDMENT HISTORY .....	3
1. INTRODUCTION .....	4
2. STATUS OF VOLUNTEERS .....	4
3. PRINCIPLES .....	4
4. RECRUITMENT.....	5
5. HEALTH AND SAFETY.....	5
6. SAFEGUARDING.....	5
7. CODE OF CONDUCT & REPRESENTING THE COUNCIL.....	6
8. INSURANCE .....	6
9. INDUCTION AND TRAINING .....	6
10. SUPPORT AND SUPERVISION .....	7
11. EXPENSES .....	7
12. GRIEVANCES.....	7
VOLUNTEER AGREEMENT.....	8

## DOCUMENT CONTROL

<b>Organisation</b>	Meppershall Parish Council
<b>Title</b>	MPC Volunteer Policy and Agreement
<b>Creator</b>	Alessandra Marabese - Clerk
<b>First Adopted</b>	Monday 8 <sup>th</sup> June 2026
<b>Last Approved</b>	Monday 8 <sup>th</sup> June 2026
<b>Distribution</b>	Internal and External
<b>Filename</b>	MPC Volunteer Policy and Agreement v1.0 2026©
<b>Owner</b>	Clerk
<b>Subject</b>	Procedural
<b>Protective Marking</b>	None
<b>Review date</b>	Biennially

## DOCUMENT AMENDMENT HISTORY

<b>Revision No.</b>	<b>Originator of change</b>	<b>Date of change</b>	<b>Change Description</b>
1.0	Creation	08/06/26	Policy Created

## 1. INTRODUCTION

- 1.1. Meppershall Parish Council wishes to recognise the valuable contribution that volunteers can make to community-based projects or its work within the community. They can bring a diverse range of skills and experience and can often provide a bridge to community involvement that it is sometimes difficult for paid staff to achieve.
- 1.2. The Council recognises that volunteers are motivated because it is their choice to volunteer and give of their time freely; in return, the Council wants to provide volunteers with opportunities that will help them to develop new skills and experiences.
- 1.3. The Council's approved Volunteer Policy sets out the principles and practices by which it will involve volunteers.
- 1.4. This Policy does not apply to all types of voluntary activities that occur within the Parish boundaries – it will only relate to those tasks, activities or projects that are managed or controlled by the Parish Council, its officers and nominated Councillors acting as Lead Volunteers for authorised projects. For example, this Policy does not apply to external voluntary groups organised by members of the public such as 'Keep Britain Tidy' sessions or any other external groups and organisations that are not within the control of the Parish Council or Council officers.

## 2. STATUS OF VOLUNTEERS

- 2.1. A volunteer is not an employee and will not have a contract of employment.
- 2.2. The Council will have a project scope for any activities, tasks or projects it would like to involve volunteers in and this forms the basis of the authorised task, project or activity.
- 2.3. The volunteer will have the opportunity to agree the amount of time that they are willing to commit, the frequency of their availability and any needs equipment needs they may have.
- 2.4. Volunteers are encouraged to let the Council know as soon as possible if they are not available for a volunteer task or session so that a substitute can be found, or different arrangements can be made.

## 3. PRINCIPLES

- 3.1. The Council:
  - 3.1.1. Recognises that voluntary work brings benefits to volunteers themselves, to residents, the community and to paid staff.
  - 3.1.2. Will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to the volunteer project, task or activity.
  - 3.1.3. Will not introduce volunteers to replace paid staff.
  - 3.1.4. Expect that its Councillors and staff at all levels will work positively with volunteers and will seek to involve them in their work.
  - 3.1.5. Recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs and provide the training for them to do their work effectively.
  - 3.1.6. Will endeavour to identify and cover the costs of involving volunteers.
  - 3.1.7. Recognises that the management of volunteers requires designated responsibilities within specific posts.

- 3.1.8. Will endeavour to involve volunteers from a wide range of backgrounds and abilities to ensure volunteering opportunities are as accessible and inclusive as possible.

## **4. RECRUITMENT**

- 4.1. The Council will endeavour to recruit volunteers through a range of methods including word of mouth, advertising, talking to other agencies and contacting local community groups.
- 4.2. The Council will also endeavour to help any volunteer overcome barriers that may make it difficult for them to volunteer for the Council.
- 4.3. The Council's Equal Opportunities Policy will always be adhered to in relation to the recruitment and support of volunteer and the Council will offer volunteer opportunities to everyone that applies and will endeavour to ensure that its recruitment process is accessible and inclusive.
- 4.4. All volunteers will be asked to sign a Volunteer Agreement, which requires them to abide by the policies and procedures of the Council as published on its website.
- 4.5. DBS (Disclosure and Barring Service) checks and references will only be required where 1:1 contact with children is necessary. A volunteer will be informed of the need to apply for DBS checks. DBS checks are not a reflection on an individual but may be a legal requirement in certain circumstances.
- 4.6. Volunteers under the age of 18 MUST be accompanied by a parent or carer.

## **5. HEALTH AND SAFETY**

- 5.1. The Council has responsibility for the health and safety of councillors, staff and volunteers whilst they are carrying out authorised activities, tasks or projects.
- 5.2. Volunteers MUST always follow the Council's Health and Safety policies and procedures when carrying out authorised activities, tasks or projects.
- 5.3. Volunteers have a duty to take care for themselves and others who might be affected by their actions. Volunteers should not act outside their authorised area of work.
- 5.4. Volunteers should report all accidents to Lead Volunteer and Clerk of the Council as soon as possible, and the incident should be recorded in the accident book.

## **6. SAFEGUARDING**

- 6.1. The Council takes their role in the safeguarding of volunteers, staff and other members of the public seriously.
- 6.2. The vast majority of a volunteer's role does not involve close contact with children or vulnerable adults. Volunteers are not permitted to undertake tasks that would place them in a position of responsibility for the care of any child (anyone under 18 yrs) and vulnerable adults.
- 6.3. Volunteers are not - and will not - be permitted to train, supervise or give guidance to children or vulnerable adults and volunteering activities should not bring the volunteer into unsupervised contact with children or vulnerable adults.

## 7. CODE OF CONDUCT & REPRESENTING THE COUNCIL

- 7.1. The Council is committed to promoting high standards of conduct, civility and mutual respect in all its activities. Volunteers are expected to act in a courteous, respectful and non-discriminatory manner when working with other volunteers, Councillors, Council staff and members of the public.
- 7.2. The Council supports the [Civility and Respect Pledge](#) and expects all individuals involved in Council-supported activities to contribute to a positive, inclusive and safe environment.
- 7.3. Unacceptable behaviour, including bullying, harassment or abusive conduct, will not be tolerated and may result in the withdrawal of volunteer arrangements.
- 7.4. While participating in any authorised activity, project or task, volunteers are expected to conduct themselves in a manner that reflects positively on the Council.
- 7.5. Volunteers should be mindful that, during such activities, they may be perceived by members of the public as representatives of the Council. Accordingly, volunteers are expected to act responsibly, respectfully and in accordance with the Council's values, policies and procedures, including those relating to conduct, equality, diversity and civility. Behaviour that may bring the Council into disrepute may result in the withdrawal of volunteer arrangements.

## 8. INSURANCE

- 8.1. The Council will ensure the volunteers are covered for insurance purposes in respect of personal injury. We will also ensure that volunteers are provided with professional and public liability insurance. The insurance will not cover unauthorised actions or actions outside the Volunteer Agreement.
- 8.2. The Council has Public Liability and Employers Liability Insurance in place that includes cover for volunteers undertaking tasks on our behalf and under our supervision. Any volunteer, including volunteers from community groups, working in our open spaces or other volunteer projects without the direct supervision of the Clerk or within the parameters of a Council-sanctioned project, task or activity, must have their own Public Liability Insurance.
- 8.3. The level of cover held by an individual volunteer or group will dictate what roles can and cannot be undertaken. The Council does not allow a volunteer or group to undertake any other activities unsupervised nor to use any kind of equipment or machinery tools that are not listed, or have not been provided training on, even if their own insurance policy covers this activity.

## 9. INDUCTION AND TRAINING

- 9.1. All volunteers will receive an induction and introduction to the work of the Council and the activity or project to which they are volunteering.
- 9.2. Volunteers may be offered third-party training related to their volunteering role, activities, projects and tasks.

## 10. SUPPORT AND SUPERVISION

- 10.1. All volunteers will have a named person as their main contact for each project, task or activity – also known as the Lead Volunteer. The Lead Volunteer will be nominated by the Clerk.
- 10.2. The Clerk will meet with volunteers on a regular basis to ask for and offer feedback and provide the volunteer with an opportunity to discuss how things are going and air any problems.
- 10.3. Networking meetings for volunteers will be scheduled to encourage peer support and share experiences.

## 11. EXPENSES

- 11.1. The Council will make purchases of equipment, training, or consumables required for volunteers to carry out their authorised task, project or activity.
- 11.2. If a volunteer has a specific need of a piece of equipment to carry out the authorised task, project or activity, they are asked to email the clerk at [clerk@meppershall-pc.gov.uk](mailto:clerk@meppershall-pc.gov.uk) with as much notice as possible to facilitate the ordering of such equipment.
- 11.3. Volunteers will not be required to purchase or pay for equipment, training or consumables and there will be no need for reimbursement of out-of-pocket expenses incurred on behalf of the Council.

## 12. GRIEVANCES

- 12.1. The relationship between the Council and its volunteers is entirely voluntary and it does not imply any contract, however, it is important that the Council can maintain its agreed standards of service to those who visit the premises, and it is also important that volunteers should enjoy making their contribution to this service.
- 12.2. If a volunteer has any concerns regarding their treatment, by a fellow volunteer, a Councillor, staff member or a Lead Volunteer, the Council's agreed Grievance Policy will be the governing document to initiate and manage their grievance.



This volunteer agreement describes the arrangement between the Council and the named volunteer. The Council wishes to assure the volunteer of its appreciation for their dedication to providing this valuable service to its community and is committed to ensuring that volunteer experiences are fulfilling, safe and a positive experience.

### **Part 1: The Council - What you can expect from the Council:**

#### **1. Induction and training**

- An introduction to the Project and your volunteering role within it.
- Training related to your responsibilities as a volunteer.
- A named Lead Volunteer who will supervise each volunteer project and with whom you can discuss your volunteering tasks, your volunteering experience and best practice.
- Personal liability insurance for the duration of the Council's agreed volunteering task.
- Injury insurance in respect of injuries incurred while fulfilling your authorised volunteer work.

#### **2. Supervision, support and flexibility**

- To explain what the authorised volunteer's task or project is and to encourage and support the volunteer in their work.
- To agree with its volunteers the amount of time that the volunteer is willing to commit to volunteering, the frequency of the volunteer's availability and how this will fit in with the Council's activities or scoped project needs.
- To provide a named person who will meet with the volunteer regularly to discuss their volunteering role, their successes, and problems they may have.
- To help develop the volunteer's role and experiences.

#### **3. Health and safety**

- The Council agrees to provide adequate training for the volunteer in support of its health and safety policy.

#### **4. Complaints or issues affecting your volunteering**

- To work with you to resolve any problems, complaints and difficulties you may have while you volunteer with us.
- If you run into problems when performing your duties, please discuss any complaint or problems with your Lead Volunteer in the first instance, or with the Clerk.

### **Part 2: The Volunteer - What is expected of the volunteer:**

- If, for any reason, the volunteer will not be attending a previously-agreed volunteering session, the Council would appreciate being kept informed via communication with the Clerk and/or Lead Volunteer via telephone or email so that a substitute can be found if necessary, or where different arrangements need to be put in place.
- To carry out the role in the authorised project, task or activity to the best of their ability.
- To follow the organisation's policies, procedures and standards, including Health and



## VOLUNTEER AGREEMENT

Safety, Equality and Diversity, Code of Conduct and Respect in relation to its staff, volunteers and members of the public.

- To maintain the confidential information of the organisation and of its users as appropriate in line with GDPR requirements. During your volunteering, you may come across confidential information about the project, its staff, and its customers. You must respect this confidentiality and not disclose this information except where required to do so by law.
- To be aware of the importance of safeguarding policies and procedures and to always discuss with a colleague any safeguarding concerns.
- You may have ideas for the better performance of your duties or of ways in which we can meet our objectives as an organisation. Please discuss these with the Lead Volunteer or Parish Clerk.

### Termination

- This Volunteer Agreement is not a legally binding agreement nor is it intended to create an employment relationship between the parties now or at any time in the future. It may be terminated at any time at the discretion of either party with or without notice.

Volunteer signature:	
Name (printed):	
Address:	
Tel:	
Email:	
Date:	

Signed by authorised representative of the Council:	
Date:	