



Barrowby Parish Council

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Volunteer Policy

1. Introduction

Barrowby Parish Council recognises the important contribution that volunteers make to the parish and community. The Council is committed to providing safe, rewarding and meaningful volunteering opportunities that support local projects and improve shared spaces for the benefit of residents and visitors.

This policy sets out the principles, standards and procedures governing volunteers engaged in activities authorised by the Parish Council.

2. Definition of a Volunteer

For the purpose of this policy, a *volunteer* is an individual who gives their time freely, without payment, to carry out work that benefits the community on behalf of the Parish Council. Volunteering is undertaken by choice and not for financial gain.

3. Scope

This policy applies to all volunteers undertaking duties that:

- have been authorised by the Parish Council, and
- are carried out under the guidance or oversight of the Council or an appointed Lead Volunteer.

The policy does not constitute a contract of employment and volunteers are not employees of the Parish Council.

4. Equal Opportunities and Inclusivity

Volunteering opportunities should be open to all, regardless of background, gender, age, ability, religion, ethnicity or personal circumstance. Volunteers must be treated fairly, respectfully and without discrimination.

5. Types of Volunteer Activity

Volunteers may support a range of activities including but not limited to:

- environmental and biodiversity work
- flower and planting projects
- maintenance of recreation and green spaces
- litter picking and seasonal tasks

The Parish Council may approve new volunteer activities as required.

A list of current authorised volunteer groups will be maintained in **Annex A** and may be updated from time to time without revising this policy.

6. Recruitment and Induction

Volunteer recruitment may be informal, and no individual is obliged to volunteer. Where a new volunteer wishes to join an activity:

- the Parish Clerk or Lead Volunteer will discuss the role and expected duties,
- the volunteer will receive an induction or briefing relevant to the task,
- any health considerations that could affect safety should be disclosed in confidence.

Volunteers may be asked to sign a Volunteer Agreement to acknowledge understanding of safety arrangements, role expectations and insurance coverage.

7. Training and Competence

Volunteers must be competent to undertake the tasks assigned to them. Where necessary, the Parish Council will arrange training to ensure volunteers can carry out their role safely and effectively.

Volunteers must only carry out tasks for which they feel competent and comfortable.

8. Health, Safety and Welfare

Barrowby Parish Council has a responsibility to take reasonable measures to protect the health and safety of volunteers and members of the public affected by their work.

Before work begins:

- a risk assessment must be completed for the activity or site,
- volunteers must receive a safety briefing appropriate to the task.

During activities volunteers are expected to:

- follow safety instructions and use appropriate protective equipment,
- carry out a visual inspection of the work area and report any hazards,
- work in a manner that does not endanger themselves or others.

All accidents or incidents must be reported to the Parish Clerk or Lead Volunteer as soon as possible.

9. Lone Working

Lone working should be avoided where possible. Where it cannot be avoided, it may only take place under agreed arrangements that ensure:

- suitable tasks for lone working,
- a method of keeping in contact,
- the individual feels able and safe to work alone.

10. Insurance

Volunteers working at the *sole request of* and *under the direction of* the Parish Council are covered under the Council's Public Liability and Employers' Liability insurance policies, provided that volunteers follow the Council's procedures, safety arrangements and authorised tasks.

Volunteers must not undertake any work or use equipment that has not been authorised by the Parish Council.

11. Supervision and Support

Each volunteer group or activity will normally have a Lead Volunteer or appointed supervisor responsible for:

- coordinating the activity,
- ensuring risk assessments and inductions take place,
- reporting concerns, incidents or hazards to the Parish Clerk.

Volunteers are encouraged to share ideas, raise concerns and provide feedback to help improve volunteer experience and community projects.

12. Conduct and Respect

Volunteers represent the Parish Council while carrying out authorised activities. Volunteers are expected to:

- behave respectfully towards members of the public and fellow volunteers,
- use Council resources responsibly,
- not work under the influence of alcohol or drugs.

13. Complaints and Problem Resolution

If a volunteer has a concern about their volunteering experience, they should raise it with the Lead Volunteer or Parish Clerk in the first instance.

If concerns are raised about a volunteer's conduct or behaviour, the Parish Council will seek to resolve the matter fairly and transparently. In serious cases, the Parish Council may ask a volunteer to step back from activities if safety or public confidence is at risk.

14. Ending Volunteering

Volunteers may stop volunteering at any time and are asked to notify the Parish Clerk so records can be updated.

The Parish Council may end a volunteer arrangement where:

- tasks or groups are discontinued,
- safety or conduct concerns arise,
- the volunteer is repeatedly unable to follow safety procedures.

15. GDPR and Record Keeping

The Parish Council will maintain a confidential record of volunteers including:

- name and contact details,
- emergency contact details,
- any relevant medical information voluntarily disclosed for safety purposes.

Information will be stored securely and used only for volunteer management and safety.

Annex A — Barrowby Parish Council Recognised Volunteer Groups

Volunteer Group	Lead Volunteer / Contact	Description of Activities
Barrowby Flower Group	Phil Cupit	The Barrowby Flower Group plants and maintains the flower beds and planters in the village, including seasonal planting, watering, and general upkeep of floral displays.
Recreational and Green Space Group	Matt Norris	Supports biodiversity in the village by enhancing habitats and taking practical steps to encourage and protect local wildlife and nature.

(Additional groups may be added or removed without altering the policy.)

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