



BOURNE TOWN COUNCIL VOLUNTEER POLICY

Introduction

Volunteering is the commitment of time and energy for the benefit of the community. It is undertaken freely and by choice.

In adopting this volunteer policy Bourne Town Council wishes to:

- Formally acknowledge and support the role of volunteers in its work
- Encourage and enable, rather than restrict, the involvement of volunteers.

Volunteer Policy Statement

Bourne Town Council Equal Opportunities

- As an employer and engager of volunteers Bourne Town Council is committed to a policy of equal opportunities.
- Volunteers will be expected to adhere to Bourne Town Council Equal Opportunities Policy.

Recruitment

- From time to time Bourne Town Council will require the use/input of volunteers to assist in Council led events which will be advertised as and when necessary.

Information & Training

- Volunteers will be briefed on their task either in advance of their period of volunteering or on the day of the specific event.

Support & Supervision

- Volunteers will be assigned a named contact person for supervision and support.

Confidentiality

- Volunteers will be bound by the same confidentiality conditions as Bourne Town Council paid staff.

Expenses & Insurance

- Bourne Town Council will ensure that there is a clear and accessible system to enable volunteers to claim out of pocket expenses.
- Volunteers will be adequately covered by insurance while carrying out agreed duties.

Health and Safety

- All volunteers are covered by the same health and safety policies and provisions as staff.

Review

- This policy comes into force on 6th March 2022 and Bourne Town Council commits itself to review the policy as and when changes in legislation or other factors make this necessary. The policy will be subject to a comprehensive review one years after its introduction. (Review date: 6th March 2023)