



VOLUNTEER POLICY

Introduction

Buxted Parish Council (BPC) values the significant contribution volunteers make to our community. This policy outlines the Council's approach to volunteer involvement, ensuring safety, clarity, fairness and legal compliance. It applies to individuals who volunteer their time to support council approved activities but who are not employees of Buxted Parish Council. This policy outlines the mutual expectations between BPC and its volunteers to ensure a positive, rewarding and safe volunteering experience.

Policy Statement

Volunteers support the delivery of projects and services that enhance the community in Buxted.

The Council is committed to:

- Supporting safe and meaningful volunteer involvement
- Providing appropriate training & equipment
- Ensuring volunteers are treated with dignity, fairness and respect irrespective of background, ethnicity, gender or ability.
- Maintaining appropriate insurance and legal compliance

Equality and Inclusion

Buxted Parish Council promotes an inclusive volunteering environment and welcomes volunteers from all backgrounds. We are committed to ensuring equal access to volunteering opportunities and will make reasonable adjustments to accommodate volunteer's needs where possible.

Definition of a Volunteer

A volunteer is someone who freely gives their time, skills and energy to benefit the local community under guidance of Buxted Parish Council. A volunteer is unpaid and does not constitute an employee relationship.

Scope of Volunteering

Typical activities may include but are not limited to:

- Supporting local maintenance or improvement projects
- Litter picking
- Minor grounds work e.g. weeding, tidying, footpath clearance

DATE OF ADOPTION: 14th October 2025

Volunteers may engage in one-off or ongoing activities.

Induction, Training and Supervision

Volunteers will receive:

- Training to ensure safety and competence (where required, available and necessary)
- Copies of relevant policies (e.g. Health and Safety Policy)
- Volunteers will need to produce their own risk assessment (where required and if necessary)

Health and Safety

The health and safety of volunteers is paramount to Buxted Parish Council.

- Volunteers will need to produce their own risk assessment (where required and if necessary)
- Volunteers must only carry out agreed tasks and follow all safety instructions.
- Volunteers must wear appropriate clothing and safety equipment as required.

Volunteers share responsibility for safe working practices and must report hazards immediately.

Volunteers should report any accidents, incidents and near misses to the Clerk or project leader as soon as possible.

Insurance and liability

Volunteers formally registered and undertaking approved Council work are covered under the Council's Public Liability and Employer's Liability insurance.

Materials

Materials and equipment required to carry out the task may be purchased by the BPC. Volunteers should email the Clerk with any requests.

Conduct and Expectations

If volunteering for a council organized event, volunteers are expected to:

- Act respectfully and responsibly
- Follow Council policies and procedures
- Represent the Council positively and avoid bringing it into disrepute
- Disclose any conflicts of interest to the Clerk

If volunteering for a council organized event, the council will:

- Treat volunteers with dignity and respect
- Maintain a safe and inclusive environment

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- Listen and respond to concerns fairly

Confidentiality and Data Protection

Volunteer information will be handled in accordance with UK Data Protection laws including UK general data protection regulation (UKGDPR). Personal data will be:

- Collected only when necessary
- Stored securely
- Not shared without consent, unless required by law.

Review

This policy will be reviewed annually along with all other council policies.

Contact Details

Clerks: Beccy Wadey and Claudine Feltham

Buxted Parish Council

Email: clerk@buted-pc.gov.uk