



Old Woughton Parish Council Volunteer Policy

Reviewed and adopted March 2026

1. Introduction

Old Woughton Parish Council is a first-tier local authority within the governance arrangements of England. The Council has a range of statutory duties, together with powers to support and promote the economic, social and environmental wellbeing of the parish and its residents.

The Council values the contribution of volunteers and recognises that community involvement strengthens local projects and services. This policy sets out the principles and arrangements for involving volunteers in activities supported by the Council.

2. Principles

The work of the Council is often enhanced through the involvement of local residents, for example through community litter picks, maintenance of local paths and towpaths, and support for projects within the parish's wards.

When involving volunteers, the Council will ensure that:

- at least one Councillor, officer, or appropriately appointed lead volunteer is present to supervise activities;
- all relevant health and safety legislation and guidance are complied with, including the Health and Safety at Work etc. Act 1974 and associated regulations;
- suitable risk assessments are carried out and control measures put in place before activities take place;
- appropriate training, briefing and equipment are provided where necessary;
- any required permissions or consents from landowners or regulators are obtained in advance; and
- appropriate insurance cover is in place for volunteers and activities.

The Council will also take reasonable steps to ensure that volunteering opportunities are inclusive and accessible, and that no volunteer is placed in a role that could be regarded as paid employment.

3. The Volunteer Perspective

Volunteers give their time freely and their contribution is valued and respected. The Council will:

- reimburse previously approved travel and reasonable out-of-pocket expenses, in line with current rates held by the Clerk;

- provide clear information about the task, expected time commitment, and any health and safety requirements;
- offer appropriate support, guidance and supervision; and
- welcome feedback from volunteers, both to acknowledge their contribution and to inform improvements to future activities.

Volunteers are not employees of the Council and do not have contractual rights or obligations.

4. Policies, Insurance and Safeguarding

All volunteers engaged in activities on behalf of the Council are covered by the Council’s insurance policies and are expected to comply with the Council’s Health and Safety arrangements while undertaking Council-supported activities. Copies of relevant policies are available from the Clerk.

Where activities involve children, young people or vulnerable adults, the Council will ensure appropriate safeguarding measures are in place in line with current safeguarding legislation and guidance.

The Council will handle any personal information relating to volunteers in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Review History

July 2013	New policy adopted
March 2015	Minor changes
July 2020	Policy rewritten and adopted
March 2026	Minor changes