

DATCHET PARISH COUNCIL



Volunteer Policy

Document Created on	April 2026
Policy adopted by resolution	11 th May 2026
Minute Ref	26/17 f
Next Review Date (Review every year or sooner should legislation dictate.)	12 th May 2027
Version 1	

Document Revised on	Revision Tracking



1. Introduction

Datchet Parish Council recognises and greatly values the contribution that volunteers make to the local community. Volunteers bring skills, energy and commitment that enhance the services and environment of the parish.

This policy sets out the principles for voluntary activity carried out on behalf of the Council. It will be reviewed annually in May to ensure it remains relevant to the needs of both the Council and its volunteers.

This policy applies to individuals who volunteer for, but are not employed by, Datchet Parish Council. Volunteers give their time freely and without payment for the benefit of the community.

Volunteer opportunities organised by the Parish Council will be publicised through Council communication channels, including noticeboards and the Council website.

Where volunteering opportunities arise within the community that involve work on Council-owned land or property, these must be authorised by the Parish Council. Volunteers must notify the Clerk of the work they intend to undertake before starting any activity.

2. Volunteer Principles

2.1 Health and Safety

Datchet Parish Council will, as far as reasonably practicable, ensure the health and safety of volunteers and any individuals who may be affected by their work.

2.2 Respect for Residents

Volunteers are asked to be considerate of neighbours and residents. Any work that may cause noise or disruption should be carried out only during sociable daylight hours.

2.3 Equality and Inclusion

All volunteers will be treated fairly and with respect, regardless of gender, race, age, faith, disability, or sexual orientation.

2.4 Training

Volunteers must be appropriately trained to carry out their tasks safely and effectively. The Council, or its representative, will work with volunteers to identify training needs and arrange suitable training where required.



2.5 Induction

Volunteers must receive an induction appropriate to the activity. This will include:

- Health and safety information
- What to do if problems arise
- Introductions to relevant individuals

The Council will ensure an appropriate induction is provided.

2.6 Tools and Equipment

Volunteers should undertake only low-risk tasks and, where possible, use non-powered tools. Suitable protective equipment must be worn, including:

- Sturdy footwear
- Safety goggles (where appropriate)
- High-visibility clothing

2.7 Insurance

Volunteers working at the direct request of the Parish Council are covered by the Council's Public Liability and Employers' Liability insurance.

The Council does not insure volunteers' personal possessions. If volunteers use their own tools or equipment, the Council cannot accept liability for injury, loss or damage arising from faults in those items.

2.8 Risk Assessment

A risk assessment must be completed for all volunteer activities. Copies must be provided to the Clerk. The Council will support volunteers in completing appropriate assessments.

3. Volunteer Code of Conduct

All volunteers are expected to:

- Act safely and responsibly at all times
- Follow instructions from the Clerk or designated supervisor
- Treat Council staff, councillors, residents and other volunteers with respect
- Use tools and equipment appropriately



- Report hazards, accidents or near-misses immediately
- Protect Council property and assets
- Avoid any behaviour that could bring the Council into disrepute

Volunteers must not:

- Undertake work they have not been authorised to do
- Use power tools unless specifically trained and approved
- Work alone in isolated areas without notifying the Clerk
- Carry out work that could endanger themselves or others

4. Volunteer Agreement Form

This is not a contract. It confirms the shared understanding between the Council and the volunteer.

Volunteer Name: _____

Address: _____

Contact Number: _____

Emergency Contact: _____

Activity / Role: _____

Location: _____

Dates / Times: _____

I confirm that:

- I have read and understood the Datchet Parish Council Volunteer Policy
- I will follow the instructions and safety guidance provided



- I will only carry out the tasks authorised by the Council
- I understand that I am not an employee of the Council

Signed (Volunteer): _____ Date: _____

Signed (Clerk / Supervisor): _____ Date: _____

5. One-Page Summary for Noticeboards / Website

Volunteering with Datchet Parish Council

Datchet Parish Council welcomes volunteers who want to help improve and support our community. Volunteers give their time freely and are valued partners in maintaining our village.

Before You Start

If your volunteering involves Council-owned land or property, you must contact the Clerk for authorisation.

What We Provide

- Health and safety guidance
- Training where needed
- Insurance cover for authorised activities
- Support and supervision

What We Ask

- Work safely and responsibly
- Respect residents and neighbours
- Use appropriate protective equipment
- Carry out only the tasks you are authorised to do
- Report any hazards or incidents

To volunteer, contact:

Clerk@datchetparishcouncil.gov.uk

or visit www.datchetparishcouncil.gov.uk