



# LLANHARAN COMMUNITY COUNCIL VOLUNTEER POLICY

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## 1. Purpose, scope and principles

- This policy outlines how Llanharan Community Council (“the Council”) recruits, supports, and manages volunteers.
- This policy applies to volunteers working under the direct control of the Council and engaged in authorised Council activities.
- The Council’s approach to volunteering reflects a commitment to inclusion, safety, support, and compliance.

## 2. Definitions

- **Volunteer:** A formally recruited or otherwise recognised individual working under the Council’s direct supervision.
- **Volunteering:** Activity undertaken freely for public or community benefit and not for financial gain.
- **Volunteer Supervisor:** The Clerk or otherwise a delegated individual responsible for safeguarding, engaging, organising, and supporting volunteers.



### **3. Roles and boundaries**

- Volunteers complement the work of staff and councillors and do not replace them.
- Volunteer Supervisors are expected to recruit, induct, brief, supervise and support volunteers.
- Volunteers are expected to deliver agreed tasks, to comply with procedures, to maintain good conduct and report concerns promptly.
- Staff with volunteer-related duties will have these responsibilities stated in their job descriptions and will receive appropriate training.
- Volunteers will be supported to undertake clear, meaningful roles aligned with their skills and motivations.
- Volunteers may withdraw or decline tasks at any time and will be informed of how to notify the team if they cannot attend.

### **4. Safeguarding, equality, diversity and confidentiality**

#### **4.1 Safeguarding policy:**

- The Council's Safeguarding Policy will be provided and always applies.
- The Clerk is the Council's Safeguarding Officer, supported by a Deputy.
- Volunteers will receive appropriate safeguarding training.

#### **4.2 DBS Checks:**

- Appropriate DBS checks are required for roles, whether held by volunteers, staff or members, that involve regular, unsupervised one to one contact with children/vulnerable adults or 'regulated activities'.
- Where continuous supervision is in place, a DBS check may not be required, subject to risk assessment.

#### **4.3 Reporting Concerns**

- Volunteers must record and report safeguarding concerns or disclosures to the Safeguarding Officers as soon as possible, in accordance with the guidance provided in the Safeguarding Policy.
- Concerns must not be investigated independently or discussed outside the Safeguarding Officers, except with the Chair if the Officers are implicated.

#### **4.4 Equality and diversity**

- The Council applies the principle of equal opportunities in recruiting volunteers.
- Where appropriate, support arrangements and any adaptations will be agreed during induction.

#### **4.5 Confidentiality and data handling**

- Volunteers must comply with the Council's data protection policies.
- Information about volunteers, service users, members, staff incidents and the Council must only be shared on a need-to-know basis.



- Paper records must be securely stored and only kept where authorised.
- Personal data must not be taken home, photographed, copied or discussed casually.
- Confidentiality does not prevent safeguarding or health and safety reporting, whistleblowing or lawful information sharing
- Volunteers may share official Council social media posts but must not imply representation of the Council or use Council branding.

## **5. Health & Safety**

### **5.1 Documentation**

- A written risk assessment will be provided for each activity.
- Volunteers must sign a volunteer agreement (see Appendix 1)
- Volunteers will not normally work alone; if lone working is required, the Council's lone working policy applies.

### **5.2 Equipment and property**

- Volunteers should only carry out authorised tasks and use equipment provided by the Council.
- The Council will provide appropriate equipment such as high-visibility vests, litter pickers, or other items required for safe participation.
- Volunteers will be shown how to use equipment safely and must follow all guidance. PPE must be used where required.
- Equipment will be checked regularly and issued only in good condition.

### **5.3 Reporting**

- Volunteers must report defective equipment, property damage, accidents, or incidents to the named Volunteer Supervisor as soon as possible.

### **5.4 Insurance**

- Public liability cover applies during authorised tasks.
- Personal accident cover applies to volunteers aged 16–90.
- Cover applies only to volunteers who have completed required documentation.

## **6. Young Volunteers**

Young volunteers and their parent/guardian must sign the Young Volunteer Declaration Form (Appendix 2).

### **6.1 Volunteers Under 16**

- Volunteers under 16 require parental or guardian consent.
- They must be accompanied at all times by a named responsible adult (This could be the Volunteer Supervisor).
- They may only undertake low-risk activities identified as suitable in the risk



assessment.

- They are not covered by the Council's Personal Accident insurance.

## **6.2 Volunteers Aged 16–17**

- Volunteers aged 16–17 require parental or guardian consent.
- They must be supervised during standard volunteering activities unless undertaking approved low-risk independent tasks (see 8.3).
- They are covered by the Council's insurance policy subject to its terms.

## **6.3 Low-Risk Independent Activities (Ages 16–17)**

Young volunteers aged 16–17 may undertake low-risk activities on publicly owned or publicly accessible land (e.g., Public Rights of Way) without direct supervision by Council staff or members, provided that:

### **a. Risk Assessment**

A written risk assessment is prepared by the Clerk covering all appreciable risks and appropriate control measures.

### **b. Signed Declaration**

The volunteer signs both the risk assessment and a formal declaration confirming they understand and will follow the control measures. The declaration must also be signed by a parent or guardian.

### **c. Supervision Requirement**

The risk assessment must stipulate that the young person is accompanied at all times by a responsible adult during the activity, being a parent or guardian.

## **6.4 Discretion**

The Clerk has delegated authority to determine which activities are appropriate and to apply this policy in practice.

## **7. Recruitment and induction**

### **7.1 Recruitment and selection**

- Information about roles, expectations, and support will be provided.
- The relevant risk assessment(s) will be provided to volunteers.
- Recruitment processes may vary for regular and one-off volunteers.
- DBS checks for relevant roles will be arranged and handled confidentially.
- Applicants who cannot be placed will receive feedback and may discuss alternative roles.
- Both the Council and the volunteer may decline placements.

### **7.2 Induction and Training**

Induction must include the following:

- Role-specific duties and training
- Safeguarding, health and safety, fire procedures, first aid arrangements,



- accident reporting
- Confidentiality, data handling, appropriate use of information
- Expected conduct, equality and inclusion, attendance, communication arrangements
- Where relevant, a tour of the premises including toilets, kitchen, entrances/exits and restricted spaces.
- Ongoing training may be offered.

## **8. Practical arrangements**

### **8.1 Attendance and communication**

- Volunteers should agree expected days, times and method of communication.
- Absence should be reported as early as possible to the Volunteer Supervisor.
- Persistent non-attendance without contact may lead to the placement being paused or ended after fair follow-up.

### **8.2 Expenses**

- Expenses are only claimable if Council has resolved to do so by resolution, in advance for each specific set of circumstances.
- Volunteers will receive guidance on how to claim approved expenses.
- Expenses require prior approval by the supervisor, and receipts or equivalent evidence must be provided.
- Expenses claims should be submitted promptly.

## **9. Performance, recognition and ending placements**

### **9.1 Good performance and recognition**

- The Council values volunteers and will recognise contributions through thanks, certificates, reports, and social media.
- Volunteers are encouraged to share feedback.
- References will be offered where appropriate and justified by attendance and conduct.

### **9.2 Managing concerns about conduct or suitability**

Concerns should be addressed early, fairly and proportionately. Depending on seriousness, this may involve an informal conversation, retraining, closer supervision, temporary pause or ending the volunteer placement.

- Examples include repeated lateness, unexplained absence, breach of confidentiality, unsafe practice, inappropriate language, boundary issues, refusal to follow reasonable instructions or behaviour that risks harm or reputational damage.
- Serious safeguarding issues, violence, theft, discrimination, intoxication, deliberate harm or serious misconduct may require immediate suspension from duties while the matter is considered.



- Where possible, decisions should be recorded and communicated respectfully.

### **9.3 Ending a volunteering placement**

- A volunteer may leave at any time and should be encouraged to provide notice where possible.
- The Council may end a placement where the role is no longer available, the volunteer is no longer suitable, required checks are not completed, attendance is unsustainable or conduct falls below required standards.
- Property, keys, records and confidential materials must be returned at the end of the placement.
- An exit conversation should be offered to capture feedback and learning.

## **10. Related Policies & Documents**

Volunteers will be signposted to relevant Council policies, including Safeguarding, Health and Safety, Equality, Data Protection, and Complaints.

Appendix 1: Volunteer Declaration Form

Appendix 2: Young Volunteer Declaration Form

**Note: The Council's Safeguarding Officer is: Leigh Smith 07769 266675**

Failure or refusal to sign an acknowledgement does not affect the application of this policy, which will apply to all employees from the date of issue.



## Appendix 1: Llanharan Community Council Volunteer Declaration form (18-90 yrs old)

By signing this declaration, I declare that:

1. I am aged 18 or over.
2. I have read and understood the Llanharan Community Council Volunteer Policy.
3. I have read, understood and signed the risk assessment for the activity of

.....Risk assessment no:.....

4. I will comply with all aspects of that risk assessment and any accompanying Safe System of work. If I identify any other significant hazards or are unable to comply with any element of the risk assessment, then I will STOP immediately.
5. I am physically capable of completing the activity and know of no impediments (physical or otherwise) that prevent me from safely doing so.
6. I understand that personal data will be stored securely and only used for safeguarding and emergency purposes. It will not be shared other than essential information shared with named supervisors on the risk assessment.

Name:.....Contact number.....

Health conditions or other needs affecting safe participation:.....

.....

.....

Signed volunteer:.....Date:.....

Signed Council representative  
(Employee/Member):.....Date:.....

**Note: The Council's Safeguarding Officer is: Leigh Smith 07769 266675**



## **Appendix 2: Llanharan Community Council Young Volunteer Declaration form**

By signing this declaration both parent/guardian and child volunteer declare that:

1. The volunteer is aged between 13 and 17.
2. We have both read and understood the Council's Volunteer Policy.
3. We have both read, understood and signed the risk assessment for the activity of

.....Risk assessment no.:.....

and consent to my child/myself undertaking that activity as a young volunteer.

4. My Child / I will comply with all aspects of the risk assessment and any accompanying Safe System of work. If I identify any other significant hazards or am unable to comply with any element of the risk assessment, then I will STOP immediately.
5. My Child/I am physically capable of completing the activity and know of no impediments (physical or otherwise) that prevent me from safely doing so.
6. We/I understand that if I am under the age of 15, I will always be supervised by a named person (or persons) as identified on the risk assessment but never left alone with any single adult. I will NOT be asked or allowed to undertake any hazardous activities including those that involve hot surfaces, knives, or machinery, require lifting heavy items or require direct responsibility for service users.
7. We have received a copy of the Council's safeguarding policy, and all relevant matters are satisfactorily addressed by the risk assessment named in point 3.
8. My Child/I will be provided with a safety briefing on their first day outlining Fire safety, Manual handling limits, what to do if worried about someone (e.g., safeguarding arrangements and reporting), How to report accidents / hazards.
9. My child/I will behave safely and responsibly and will tell an adult if I feel unsafe or unsure about anything or anyone I encounter during my volunteering.
10. We/I understand that personal data will be stored securely and only used for safeguarding and emergency purposes. It will not be shared other than essential information shared with named supervisors on the risk assessment.



**Child's Details**

Name:..... Age:..... School year:.....

**Parent/Guardian Details**

Name:.....

Address:.....

Email (optional):.....Phone:.....

Alternative Emergency contact(s) (At least one must be provided with full details)

Name:.....

Address:.....

Email (optional):.....Phone:.....

**Child's Medical Information**

Known allergies:.....Asthma (Y/N) .....

Relevant health conditions .....

.....

Anything affecting safe participation or anything else to be aware of .....

.....

I DO/DO NOT consent to my child's image being published by the Community Council.

Signed Parent/Guardian:..... Date:.....

Signed Child:..... Date:.....

Signed Council representative:  
(Employee/Member):.....Date:.....

**Note: The Council's Safeguarding Officer is: Leigh Smith 07769 266675**