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## **Volunteers Policy**

Resolved by the Parish Council on 9<sup>th</sup> March 2020

Review date March 2022

Reviewed March 2023

### **Introduction**

A volunteer is an individual who undertakes work on behalf of the Parish Council without receiving any remuneration.

The Parish Council welcomes volunteers and recognises the good work which they bring to assist with tasks and projects around the parish. The aim of this policy is to ensure all volunteers are treated in clear and consistent way and for volunteers to understand their duties and responsibilities when being a Parish Council representative.

### **Insurance**

Haddenham Parish Council has a valid insurance policy to ensure that all volunteers are adequately covered by public liability insurance. All tasks undertaken will have a risk assessment and volunteers will be provided with Haddenham Parish Council's Health and Safety Policy.

### **Data Protection**

The Parish Council is governed by the Freedom of Information Act 2000 and Data Protection 2014 / GDPR 2018 Legislation. All volunteers must be aware that when they are representing the Council - any email correspondence between themselves, the Council and other professionals, will be subject to the above legislation and must be disclosed if requested. Volunteers are reminded that all emails should be professional and written under the awareness that these communications could be made public.

### **Social Media & Press**

The Parish Council has a Social Media and Communications Policy. When representing the Council, any communications regarding Parish Council activities are strictly forbidden on Social Media as is speaking with the press without written permission of the Council.

## **Declarations of Interest**

There may be volunteering activities, such as working on a Neighbourhood Plan, where volunteers should consider what private interests they may have which might impact on their consideration to perform the task. To avoid any issues regarding possible conflict of interests, the Parish Council encourages volunteers to complete a Declaration of Interest Form (as outlined in Appendix A).

## **Disclosure and Barring Service (DBS) Checks**

Should the volunteer role be with children or vulnerable adults, the volunteer may be subject to a DBS check to check for any criminal convictions.

I confirm I have understood and will abide by Haddenham Parish Council's Volunteers Policy.

Signed .....

Name: .....

Date: .....

## **Appendix A**

Declaration of Interests of Interest Form.