

THRAPSTON TOWN COUNCIL

77 High Street,
Thrapston
Northamptonshire
NN14 4JJ

Tel: (01832) 734 673

Email: clerk@thrapstontowncouncil.gov.uk

Website: www.thrapstontowncouncil.gov.uk



VOLUNTEER POLICY

VOLUNTEER POLICY

THRAPSTON TOWN COUNCIL

Introduction

As an employer and engager of volunteers Thrapston Town Council is committed to equal opportunities and recruitment of volunteers will be welcomed from all sectors of the local community.

Recruitment and selection of volunteers

The recruitment of volunteers will take place intermittently throughout the year and will be advertised through our Facebook and Website pages. Members of the public can put their names forward to the Council at any time.

Volunteers should be a resident of the town and following a discussion with the Town Clerk may be put on the volunteer reserve list for future events.

Information and training

Volunteers will receive full information about their chosen area of work and will be given a clear idea of their responsibilities to Thrapston Town Council.

Volunteers will be given instruction and training in the specific tasks to be undertaken.

Volunteers will be consulted in decisions which affect them.

Support and supervision

Volunteers will be assigned a named contact person for supervision and support and will not be expected to work alone.

Confidentiality

Volunteers will be bound by the same confidentiality conditions as Thrapston Town Council's employees.

Insurance

Volunteers will be adequately covered by insurance while carrying out agreed duties.

Health and Safety

All volunteers are covered by the same health and safety policies and provisions as Council employees.

Relations with Council employees

Thrapston Town Council is committed to ensuring that volunteer's work compliments the work of Council employees, and that it will not be used as a substitute for paid work.

Steps will be taken to ensure that staff at all levels are clear about the roles of volunteers and to foster good working relationships between staff and volunteers.

Thrapston Town Council recognises the need for training for all those working alongside and managing volunteers.

References

On the basis of their voluntary work, volunteers will have the right to request a reference.

The Town Council reserves the right to amend and update this policy from time to time.

Adopted by Thrapston Town Council
10th December 2019

.....
Chairman

.....
Town Clerk