



VOLUNTEER POLICY

Adopted 28th October 2025

1. Introduction

This policy sets out the framework for the recruitment, support, and involvement of volunteers who assist the Council at events and community activities. Volunteers play a valuable role in helping the Council deliver community events, and this policy ensures their contribution is well managed and recognised.

2. Definition of a Volunteer

A volunteer is someone who freely offers their time, skills, and enthusiasm to help with activities organised by Tickhill Town Council without receiving financial reward. Volunteers may support one-off events or ongoing activities.

3. Scope of Activities

Volunteers may assist with:

- Event set-up and clear-up
- Stewarding and guiding attendees
- Assisting with refreshments or stalls
- Helping with signage or information points
- Supporting children's or community activities (under supervision)
- Distributing promotional materials

4. Recruitment and Registration

- Volunteers may be recruited through community notices, social media, Council meetings, or personal recommendation.
- Volunteers will be asked to complete a basic volunteer registration form including contact details and emergency contact information.
- For roles involving children or vulnerable adults, DBS checks may be required in line with safeguarding policy.

5. Supervision and Support

- Volunteers will be given a named point of contact (usually a councillor or event coordinator).

- A short briefing will be provided before each event covering roles, responsibilities, health and safety, and any relevant risk assessments.
- Volunteers should report any incidents or concerns to their point of contact immediately.

6. Training and Equipment

- Where necessary, volunteers will be provided with relevant training, instructions, and protective equipment (e.g. high-visibility vests).
- Volunteers should follow all safety instructions and parish council procedures while carrying out their role.
- Volunteers should be made aware of and comply with any risk assessment for the event.

7. Insurance

- Volunteers are covered under Tickhill Town Council's public liability insurance when acting on behalf of the Council and under its instruction.

9. Health and Safety

- Volunteers must take reasonable care of their own health and safety and that of others.
- Any accidents or near-misses must be reported to the event organiser or Clerk and recorded appropriately.

10. Safeguarding

- Volunteers should never be left alone with children or vulnerable individuals unless properly vetted.
- Volunteers must adhere to the Council's lost/found child/vulnerable person procedure.

11. Conduct and Behaviour

- Volunteers are expected to act responsibly, respectfully, and in the best interests of the community.
- The Parish Council reserves the right to end a volunteer arrangement if conduct is inappropriate or does not align with Council values.

12. Data Protection

- Volunteer information will be stored securely and used only by Tickhill Town Council in line with data protection legislation.

13. Acknowledgement

- Tickhill Town Council values and recognises the contribution of volunteers. Their support is vital in delivering successful community events and fostering local spirit.

Approved: 28th October 2025

Approved by: Full Council

Review date: October 2027