

# **TICKTON & ROUTH PARISH COUNCIL**

## **Volunteer Policy**

**Date/Minute No. document adopted:** 170/25 4.

**Date to be reviewed:** May 2027 or on change of legislation.

### **Purpose**

This policy sets out how Tickton & Routh Parish Council works with volunteers to help with tasks like litter picking, weeding, watering planters, checking defibrillators, helping at community events, and supporting in emergencies.

### **Volunteer Activities**

Volunteers may help with:

- Litter picking
- Weeding and watering planters
- Checking community defibrillators (visual checks only)
- Assisting at events (e.g. setting up, guiding visitors)
- Supporting the Emergency Plan if needed

### **Age and Supervision**

- Volunteers must be aged 16 or over.
- Anyone under 18 must:
  - o Have written permission from a parent/guardian, **and**
  - o Be supervised by a responsible adult at all times.

### **Safety and Insurance**

- Volunteers must follow all safety advice and use any equipment provided.
- The Council will carry out risk assessments for activities.
- Volunteers are covered by the Parish Council's public liability insurance when doing agreed tasks.

### **Data Protection**

- Volunteer details will be stored securely and only used to manage volunteering.
- Information will not be shared unless required by law.

### **Ending Volunteering**

- Volunteers can stop at any time.
- The Council may end a volunteer arrangement if there are safety or behaviour concerns.

# TICKTON & ROUTH PARISH COUNCIL

## Volunteer Registration Form

Please complete this form if you would like to volunteer with the Parish Council.

### 1. Your Details

**Name:**

**Address:**

**Phone Number:**

**Email:**

**Date of Birth (if under 18):**

### 2. Emergency Contact

**Name:**

**Phone Number:**

**Relationship to you:**

### 3. What would you like to help with?

(Please tick any that apply)

☐ Litter picking ☐ Weeding / watering planters ☐ Checking defibrillators

☐ Helping at events ☐ Emergency support (if needed)

When are you generally available? \_\_\_\_\_

### 4. Health Information

Do you have any medical conditions we should be aware of (for your safety)?

☐ I agree that this information can be used to help keep me safe while volunteering.

## 5. Under 18s Only

If you are under 18, you must be supervised at all times by a responsible adult.

**Name of supervising adult:**

**Relationship:**

**Contact number of adult supervisor:**

## 6. Agreement

I consent to the following statements (please tick):

- ☐ To follow safety instructions.
- ☐ That I am volunteering and not employed.
- ☐ That my personal data can be stored and used only for volunteering purposes.

**Signed (volunteer):** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 7. Parental Consent (If under 18)

I give permission for my child to volunteer and understand they must be supervised.

**Parent/Guardian Name:**

**Signature:**

**Date:**

**Phone Number:**

**Signed (Parent/Guardian):** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Data Privacy:

Your details will be held securely and only used by Tickton & Routh Parish Council to manage volunteering. You can ask for your data to be updated or removed at any time. For more information, contact the Parish Clerk.