



WRITTLE PARISH COUNCIL

Parish Office, The Green, Writtle CM1 3DT

Telephone: 01245 420066

Mobile: 07483 113535

Email: clerk@writtle-pc.gov.uk

Website: www.writtle-pc.gov.uk

Version Number	Date	Author	Notes
1.0	13.08.24	L Fox	Agreed at Full Council on 02.09.24
1.1	23.10.25	L Fox	Agreed at PCM on 03.11.25.

Date of next review November 2026.

Volunteer Policy

1. Introduction

Writtle Parish Council has adopted this policy in order to comply with Section 4 of the Health and Safety at Work Act, 1974.

2. The purpose of this policy

Writtle Parish Council values volunteers and welcomes their contribution to community life in the village. This policy seeks to protect and support volunteers working for the council and to set down the council's responsibilities to comply with its own employment and insurance obligations.

3. What we do

Writtle Parish Council works to create a lively and happy community where people live long and healthy lives. We want to look after our beautiful local environment, encourage bio-diversity and reduce carbon emissions. We respect and celebrate diversity and we aim to include everyone and listen to what they have to say. We want to improve the economic, social and mental wellbeing of everyone and to provide the very best local facilities and services.

4. Valuing and supporting volunteers

Many of our activities involve working in partnership with community groups and volunteers. We will ensure that volunteers feel valued and supported and we will welcome their views. We will provide training, briefings and communications to recognise the central role they play. We acknowledge that volunteers want satisfying and rewarding work that contributes to their own sense of wellbeing and personal development.

5. Working alongside the Council

Writtle Parish Council does not aim to introduce volunteers to replace paid staff. We expect that staff at all levels will work positively with any volunteers and where appropriate, will actively seek to involve them in their work.

6. Who are our volunteers?

Volunteers may come through community groups, direct from the community or be students from a local school or college (over the age of 16). Volunteers may give time regularly or on an occasional basis. Every volunteer has their own personal motivation and preference which we will respect.

7. How we work with our volunteers

The following guidelines deal with practical aspects of volunteering with the Parish Council. More information can be found on our website and in copies of policies mentioned here.

8. Volunteer Agreement and Task Descriptions

Each volunteer will be asked to complete an application form and have an agreement establishing what Writtle Parish Council undertakes to provide for them. This is to ensure safety and for our insurance purpose. Volunteers will be asked to agree to these simple guidelines. These documents do not form any sort of contract. Writtle Parish Council has no intention of creating a contract with local volunteers.

9. Expenses

The Council believes that volunteers should not suffer financially by volunteering. The Clerk will consider expenses that may be paid in respect of specific activities. These include mileage if their own transport is used whilst volunteering.

10. Training and Instruction

All volunteers will receive training and instruction relevant to the roles they perform. This will be provided by the volunteer leaders or persons nominated by them in liaison with the Council.

11. Volunteer Voice

Volunteers are encouraged to express their ideas and views about matters relating to their area of voluntary work through the volunteer leader. If a volunteer has concerns about the safety or organisation of volunteer activities, they may report these direct to the Parish Clerk. We aim to identify and solve problems at the earliest possible stage and to treat all volunteers fairly, objectively and consistently. The Parish Clerk is responsible for handling problems regarding volunteers' conduct or complaints which will be handled in accordance with the Council's complaints and grievance policies. We will seek to ensure that the volunteer's views are heard, noted and acted upon promptly aiming always for a positive and amicable solution. Volunteers are required to abide by the Communications Policy and not bring the parish council into disrepute.

12. Insurance

All volunteers are covered by Writtle Parish Council's insurance policy whilst they are engaged in any work on our behalf. It should be assumed that insurance is not provided unless that Council has explicitly authorised the activities to be undertaken. The schedule attached to this policy shows the ongoing volunteer activities the Council has authorised; others will be approved on a case-by-case basis relevant to the activity undertaken.

13. Health and Safety

Volunteers are covered by Writtle Parish Council's Health and Safety Policy, a copy of which will be provided to each volunteer upon request.

14. Equal Opportunities

Writtle Parish Council operates an Equality Policy in respect of both paid staff and volunteers. A copy will be provided upon request. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

15. Confidentiality

Volunteers will be bound by the same requirements for confidentiality as paid staff.

16. Data Protection

Personal information recorded about volunteers is stored and maintained in accordance with our Privacy Notice, a copy of which is available on our website. All volunteers agree to allow their photographs, motion pictures, and voice media taken during the volunteer activity to be used in Writtle Parish Council publications, public relations broadcasts and in digital media unless the council is otherwise notified in advance.

Authorised Activities

Schedule of volunteer activities authorised by the Writtle Parish Council. The following activities have been authorised by the council as described below. Where the use of power tools is required for volunteer activities, the council will wish to see evidence of risk assessments and any necessary operation certificate to ensure the safe operation of such equipment and the safety of operators and volunteers. Risk assessments should be submitted by activity leads for each of these projects. An example risk assessment can be found below.

- Speedwatch Volunteers - Undertaking speed monitoring using approved equipment, high-visibility jackets and in such locations that are approved by Essex Police and Community SpeedWatch. Volunteers must comply with any instructions and guidance provided by those bodies.
- Writtle Footpath Volunteers - Regular inspection of footpaths and reporting any issues to Essex Highways within the parish boundary.
- Writtle Tree Officer Volunteers – Reviewing tree planning applications and reporting comments to the Assistant Clerk for submission to Chelmsford City Council's Planning Department.
- War Memorial Volunteers – To plant and maintain the area surrounding the war memorial on the Green.
- Litter Volunteers - Picking up litter from paths, open spaces, woodlands and play areas. Gloves, hi-vis tabards, litter pickers and bags will be provided by the Council.
- Environment Volunteers - Undertaking projects approved by Writtle Parish Council – tree planting, meadow maintenance, hedge laying, erecting wildlife homes such as bird, bat and hedgehog boxes and associated activities using manual tools only. Use of powered tools such as strimmers, hedge trimmers, brush-cutters or chainsaws shall only be used by qualified personnel with appropriate H&S qualifications. Other projects include annual clearing of debris in Wear Pond using manual tools.

Volunteer Activities – Example Risk Assessment Form

Activity undertaken:

Conducted by:

Date: Risk	What could happen?	Who could be hurt?	Action needed
1. Slips, trips, falls	An individual could slip, trip or fall during activities causing injury	Volunteers, councillors, council employees	Safe working briefings before activity commences. Sensible clothing, boots, shoes. Site assessment - avoidance of dangerous sites. Working in pairs. First aid kit. Emergency numbers and procedure.
2. Strains and muscular injury	An individual could suffer strains and muscular injury while undertaking tasks.	Volunteers, councillors, council employees	Safe working briefings before activity commences. Volunteer fitness declaration. First aid kit. Emergency numbers and procedure.
3. Cuts and bruises	An individual could suffer cuts and bruises while undertaking tasks.	Volunteers, councillors, council employees	Safe working briefings before activity commences. First aid kit. Emergency numbers and procedure.
4. Serious injury caused by unsafe operation of machinery	An individual could suffer serious injury.	Volunteers, councillors, council employees	Safe working briefings before activity. Annual machinery inspection and maintenance. Machinery operated by approved individuals. Licenses, certification and training for operatives. Supervision during

operation –
exclusions zones, etc.
First aid kit.
Emergency numbers
and procedure.

5. Contact with
hazardous materials

An individual might be
affected by hazardous
materials, chemicals
or bio-hazards (viral
and bacterial).

Volunteers,
councillors, council
employees

Safe working briefings
before activity
commences.
Protective clothing –
gloves, masks, litter
pickers and bags. Site
assessment -
avoidance of
dangerous sites.
Volunteer briefing.
Working in pairs. First
aid kit.

Emergency numbers
and procedure.

6. Loss of property

An individual could
lose property or items
may be stolen

Volunteers,
councillors, council
employees

Safe working briefings
before activity. Safe
storage of valuables.

7. Road accidents

An individual may be
involved in a collision
with a vehicle

Volunteers,
councillors, council
employees

Safe working briefings
before activity. No
working alongside A
and B Roads without
necessary road
signage and barriers
approved by the
Highway Authority.

8. Damage to third
party property

Accidental damage to
property

Third party property
owners

Safe working briefings
before activity. Site
assessments and
third-party property
identification.

Volunteer Consent Form

Your name:

Address:

Postcode: DOB:

Tel: Mobile:

Email:

Consent

By signing this form you consent to participate in any of the volunteer activities authorised in the Writtle Parish Council Volunteer Policy. You further agree to abide by the terms of the policy and follow any instructions and safety briefings provided by the activity leaders. You further agree to seek any medical advice before undertaking any activities you feel will be physically demanding for you. In return, we will provide any necessary protective clothing, first aid kits, guidance, manual tools and insurance.

Please tick this box to confirm you have read and understood these requirements. ☐

Your information

Writtle Parish Council will store the information you have provided in order for you to carry out your role as a volunteer. All data will be stored securely and only shared with other organisations with your permission, or as necessary, such as organisations organising volunteer activities. You have the right to view the data we hold about you, or request that some or all your data is deleted at any time. Copies of our privacy notice are available on our website if you require further clarification.

We sometimes produce case studies to help promote and develop our services. Please tick the box if you are happy for a member of our organisation to contact you about this in the future. ☐

Keeping you informed

We would like to keep you informed of news, events, activities and other services we provide. If you are happy for us to do this, please let us know the best way to contact you by ticking the boxes below.

- | | |
|--------------------------|-----------|
| ☐ | Post |
| ☐ | Telephone |
| ☐ | E-mail |
| ☐ | Text |

.....

Volunteer's signature

.....

Date

If you wish to change the way the council keeps in touch with you, or you wish to be removed from receiving any communication, please contact us using the details below.

Parish Office, The Green, Writtle CM1 3DT

Telephone: 01245 420066

Mobile: 07483 113535

Email: clerk@writtle-pc.gov.uk