

EPPING TOWN COUNCIL

VOLUNTEERING POLICY

Epping Town Council is committed to ensuring our volunteers understand what is required of them, are equipped with the necessary training and equipment to undertake the task/s required, have received and understood any relevant risk assessments or safety advice and have a point of contact if needed. Epping Town Council are very grateful to our volunteers for their support.

Council's commitment to volunteering is based around the following principles:

- 1) Anyone volunteering for Epping Town Council will be affiliated to a community group/organisation or be authorised by the Town Clerk to undertake the task/s required
- 2) Volunteers should receive any policies/procedures/risk assessments from their group/organisation or Epping Town Council, if appropriate
- 3) Volunteers will be covered under Epping Town Council's public liability insurance policy providing a risk assessment has been undertaken by the group/organisation, volunteers have the necessary training/knowledge to carry out their task/s and the group has permission from the Town Clerk to volunteer on Epping Town Council's behalf
- 4) Any information provided to volunteers as part of their volunteering will be treated in the strictest confidence
- 5) Volunteers will comply with any health and safety/data protection/relevant policies that are required while they undertake their volunteer work on behalf of Epping Town Council
- 6) Any volunteer payments will be limited and must be agreed in advance by the Town Clerk
- 7) Volunteers must be comfortable that they have the necessary safety/support/training/ equipment for the task/s to be undertaken
- 8) Volunteers should have a main point of contact for any problems, concerns or safety issues
- 9) This is not a legally binding contract or formal employer/worker contract