

CORRINGHAM PARISH COUNCIL

VOLUNTEER POLICY

ADOPTED OCTOBER 2026

tle:	Volunteer Policy	Reviewed & Approved by Council:	2026
Issue Date:	OCTOBER 2026	Review Date:	2028
Authority:	Corringham Parish Council		Page 1 of 5

CORRINGHAM PARISH COUNCIL

Introduction

1. Purpose of the Volunteer Policy
2. Definition of a Volunteer
3. Exclusions
4. Volunteer Registration
5. Roles & Responsibilities
6. Insurance and Indemnity
7. Health and Safety
8. Risk Assessments
9. Safeguarding and DBS
10. Expenses
11. Training and Support
12. Equality
13. Data Protection
14. Conduct
15. Ending Arrangements
16. Review

Introduction

This policy applies to volunteers undertaking activities on behalf of, but not employed by, Corringham Parish Council (hereinafter referred to as “The Council”).

1. Purpose

This policy sets out how The Council engages, manages and supports volunteers, ensuring activities are lawful, safe, and properly governed.

2. Definition of a Volunteer

A volunteer is an individual who freely gives their time to support The Council without payment other than reimbursement of approved expenses.

title:	Volunteer Policy	Reviewed & Approved by Council:	2026
Issue Date:	OCTOBER 2026	Review Date:	2028
Authority:	Corringham Parish Council		Page 2 of 5

CORRINGHAM PARISH COUNCIL

3. Exclusions

This policy does not apply to:

- i. Elected Parish Councillors
- ii. Co-opted Councillors
- iii. Paid employees of The Council

Where these individuals are undertaking their official duties or roles on behalf of The Council, they are covered by separate governance, employment, or statutory provisions and not by this Volunteers Policy.

4. Volunteer Registration

All volunteers must be formally registered with The Council before undertaking any activities. The registration process will:

- i. Record the volunteer's name and contact details
- ii. Specify the nature of the voluntary activities to be undertaken
- iii. Confirm agreement to comply with The Council policies.
- iv. No individual may act on behalf of The Council unless registered

5. Roles and Responsibilities

The Council will:

- i. Provide a safe working environment
- ii. Ensure appropriate insurance cover is in place and checked for each activity
- iii. Undertake risk assessments
- iv. Provide training and supervision where required
- v. Reimburse approved expense

Volunteers must:

- i. Follow The Councils policies and instructions
- ii. Take reasonable care for health and safety
- iii. Only undertake agreed activities
- iv. Report hazards or concerns

6. Insurance and Indemnity

The Council will maintain appropriate insurance cover for volunteer activities. Prior to any activity, insurance will be checked to ensure it covers the specific activity and associated risks.

Volunteers are indemnified only where they:

- i. Are registered with The Council
- ii. Act within their agreed role
- iii. Follow The Council procedures

title:	Volunteer Policy	Reviewed & Approved by Council:	2026
Issue Date:	OCTOBER 2026	Review Date:	2028
Authority:	Corringham Parish Council		Page 3 of 5

CORRINGHAM PARISH COUNCIL

Insurance arrangements for elected Councillors, co-opted Councillors and paid employees are managed separately under The Council's insurance policies and confirmed with The Council's insurers as part of standard cover. The Council will maintain appropriate insurance cover for volunteer activities.

7. Health and Safety

The Council will:

- i. Carry out suitable and sufficient risk assessments
- ii. Implement control measures
- iii. Provide necessary equipment

Volunteers must not undertake tasks outside their competence or authorisation.

8. Risk Assessments

Risk assessments are:

- i. Required for all volunteer activities
- ii. Must be completed before work begins
- iii. Must be communicated to volunteers

9. Safeguarding and DBS

DBS checks will only be carried out where the role involves regulated activity. The Council will assess whether a DBS check is legally required and ensure safeguarding measures are proportionate.

10. Expenses

Volunteers may claim reasonable out-of-pocket expenses with prior approval and receipts.

11. Training and Support

The Council will provide induction, relevant training, and supervision.

12. Equality

The Council will treat all volunteers fairly and without discrimination.

13. Data Protection

Volunteer data will be processed in accordance with data protection legislation. Volunteers must also respect confidentiality and data protection requirements.

14. Conduct

Volunteers must act responsibly and represent The Council appropriately.

15. Ending Arrangements

Either party may end the volunteering arrangement at any time.

16. Review

This policy will be reviewed annually.

title:	Volunteer Policy	Reviewed & Approved by Council:	2026
Issue Date:	OCTOBER 2026	Review Date:	2028
Authority:	Corringham Parish Council		Page 4 of 5

CORRINGHAM PARISH COUNCIL

Appendix 1

VOLUNTEER REGISTRATION FORM

Name			
Address & Postcode			
Telephone			
Email			
Emergency Contact Name & number			
Description of Voluntary Activities to be undertaken			
Relevant skills & experience			
Relevant medical conditions or accessibility requirements (Optional)			
DECLARATION			
<i>I confirm that I wish to act as a volunteer for Corringham Parish Council. I understand this is not a contract of employment. I agree to follow Council policies and procedures</i>			
Signature			
Date			
DBS required (Yes or No) (to be completed by The Council)			

File:	Volunteer Policy	Reviewed & Approved by Council:	2026
Issue Date:	OCTOBER 2026	Review Date:	2028
Authority:	Corringham Parish Council		Page 5 of 5