



COLNEY HEATH PARISH COUNCIL

Highfield Park Office
Hill End Lane
St Albans
Hertfordshire AL4 0RA
Tel: 01727 825314

Colney Heath Village Office
83 High Street
Colney Heath
Hertfordshire AL4 0NS

Email: clerk@colneyheathparishcouncil.gov.uk

VOLUNTEER POLICY

1. INTRODUCTION

Colney Heath Parish Council is committed to working with volunteers, when appropriate, for the benefit of the community. This can cover support in the Council Offices and around the Parish and any other aspects of the Council's work.

This policy will be available to all Colney Heath Parish Council volunteers and staff and can be found at the Council Office and on the website. It will be reviewed every two years by volunteers and staff.

2. OVERVIEW

Anyone can be a volunteer – whether it is on a planned project, work experience or specific arrangement. Volunteers bring time, experience, knowledge and skills.

Engagement of volunteers must not be taken lightly; procedures are in place to ensure volunteers receive the best possible recognition, management support and guidance, appreciation and valuing from staff, and where necessary training, and that consequently the Council will receive maximum benefit from a volunteer's contribution.

What is expected from the volunteer should be clearly outlined (e.g. performing the required duties/tasks adequately) as should what the volunteer will gain from the experience (e.g. increased knowledge, experience).

Engagement of volunteers should be regularly reviewed to ensure the best working practices are in place on both sides.

Engagement of volunteers is covered by the Council's insurance whilst working on projects initiated and supervised by Council staff.

The engagement of volunteers should be:

- Encouraged;
- Planned in advance for sufficient notification;
- Offered as widely as possible;
- Clearly and specifically identified and defined;
- Supervised;
- Appreciated and valued

3. THE BENEFITS OF VOLUNTEERING

Reviewed and adopted by F&G Committee 4 February 2021
For review February 2023



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Volunteering provides the opportunity to use current skills and develop new ones, acquire new interests, meet people, become active in bringing about social change, and to get involved and contribute to the community.

Undertaking voluntary work provides:

- Enjoyment and personal satisfaction;
- A chance to meet people, make new friends and associates and get involved in the community;
- Gain valuable work experience and training;
- A chance to use and learn new skills;
- A change from the normal routine;
- Recognition and a chance to build up confidence.

Volunteering can also improve the wellbeing by:

- Improving health and fitness, particularly with outdoor activities;
- Reducing depression and combating stress;
- Build on self-esteem.

4. WHAT VOLUNTEERS SHOULD EXPECT FROM THE COUNCIL

To be:

- Welcomed
- Valued and supported;
- Fully supervised;
- Treated as a co-worker, part of the team, and not just free help, in doing so ensuring they are part of the process, free to make suggestion, and respected for their views and opinions;
- Provided with any required training;
- Provided with adequate tools and equipment to undertake their duties/tasks;
- Covered by health and safety legislation, which is in place and enforced;
- Recognised and thanked for their support and achievements.

5. REVIEW

This policy will be reviewed in two years or when new legislation is introduced.

CLERK TO THE COUNCIL

DATE: 16 February 2021

COLNEY HEATH PARISH COUNCIL

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Appendix A

VOLUNTEER APPLICATION FORM

The completed form should be e-mailed to clerk@colneyheathparishcouncil.gov.uk or returned to the Colney Heath Parish Council, Highfield Park Office, Hill End Lane, St Albans, AL4 0RA.

Application for the post of: Ref No:.....

PERSONAL DETAILS

First Name(s):..... Surname:.....

Address:..... Home Tel. No:.....

..... Daytime Tel. No:.....

..... Mobile Tel. No:.....

..... Email Address:.....

EMERGENCY/NEXT OF KIN CONTACT DETAILS

First Name(s):..... Surname:.....

Relation to you:.....

Address:..... Home Tel. No:.....

..... Daytime Tel. No:.....

..... Mobile Tel. No:.....

Please tick your employment status.

Employed ☐ Self employed ☐ Retired ☐ Unemployed ☐ Student ☐ Unable to work ☐

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Please list any areas of interest you have that may help us match you with volunteering opportunities.

Please indicate which days and times you are available to volunteer.

	Morning	Afternoon	Evening
Monday	☐	☐	☐
Tuesday	☐	☐	☐
Wednesday	☐	☐	☐
Thursday	☐	☐	☐
Friday	☐	☐	☐
Saturday	☐	☐	☐
Sunday	☐	☐	☐

Please give brief details of any previous voluntary or work experience.

Please give details of any other experience which you feel is relevant to the sort of voluntary opportunities you are looking at.



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Please tell us briefly why you would like to volunteer

DRIVING

Do you hold a current driving licence? Yes ☐ No ☐

If yes do you have your own transport that you can use whilst volunteering? Yes ☐ No ☐

Please note petrol expenses will be reimbursed if own transport is used whilst volunteering.

ONLINE REGISTRATION WITH THE DISCLOSURE & BARRING SERVICE (DBS)

1. Are you registered with the DBS online update service? Yes ☐ No ☐

2. If yes, please indicate your consent for Colney Heath Parish Council to check your clearance online prior and during your employment? Yes ☐ No ☐

CRIMINAL CONVICTIONS

Do you have any unspent convictions, cautions, reprimands or warnings? Yes ☐ No ☐

If yes please give full details.



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EQUAL OPPORTUNITY MONITORING

Colney Heath Parish Council is committed to equal opportunities. In order for us to monitor the effectiveness of our equality policy it would be helpful if you could provide the following information. This information is kept strictly confidential.

Date of Birth: Age:

Gender:

Ethnic Origin

A. White

British ☐
Irish ☐
Other (please state).....

D. Black or Black British

Caribbean ☐
African ☐
Other (please state)

B. Mixed

White and Black Caribbean ☐
White and Black African ☐
White and Asian ☐
Other (please state).....

E. Chinese or other ethnic group

Chinese ☐
Other (please state)

C. Asian or Asian British

Indian ☐
Pakistani ☐
Bangladeshi ☐
Sikh ☐
Other (please state).....

F. I do not wish to provide this information

☐

DISABILITY DISCRIMINATION ACT 1995 AND 2005

The council wishes to encourage disabled people to apply for volunteer opportunities – all information will be treated in confidence.

Do you have a disability as outlined in the Disability Discrimination Act 1995 and 2005? (see General Information section within the job pack for detailed definition) Yes ☐ No ☐

If yes, please state the type of disability you have:



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In relation to any disability, do you have any particular requirements Yes ☐ No ☐
in order to attend an interview?

If yes, please give details :

REFERENCES

All candidates – Please give details of two referees whom we may ask about your suitability for the volunteership. One of these should be your current or most recent employer. Referees must not be related to you. If you are a school/college leaver, please give the name and address of a head teacher/tutor and also the manager of your most recent work experience placement – if applicable. (Internal candidates: Please note your line manager must be one of the referees). We reserve the right to approach your current and any previous employer.

Reference 1 :	Reference 2:
Name of referee:	Name of referee:
Name & address of organisation:	Name & address of organisation:
Tel. No:	Tel. No:
E-Mail:	E-Mail:
Occupation:	Occupation:
Capacity in which known to you:	Capacity in which known to you:



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Capacity in which known to you:	Capacity in which known to you:
If you are called for interview, may we contact your referee?	If you are called for interview, may we contact your referee?
Yes ☐ No ☐	Yes ☐ No ☐

DECLARATION

I certify that the information provided is true and accurate and in particular that I have not omitted any facts which may have a bearing on my application. I understand that any subsequent voluntary agreement with the Council will be made on the basis of the information I have provided. I understand that a false declaration which results in my appointment as a volunteer with the Council will render me liable to termination of my volunteer placement. I give explicit consent that the information which I give on this form may be processed in accordance with the Council's registration under the Data Protection Act 1998. I have not canvassed either directly or indirectly any officer or member of Colney Heath Parish Council in connection with this volunteer placement.

I agree to Colney Heath Parish Council carrying out recruitment screening relevant to my volunteer application.

Mark box to agree and sign below ☐

Signature:

Date:(dd/mm/yyyy)