



Keighley Town Council

Volunteer Policy

APPENDICES

- Appendix A. Application Form & Confidentiality Agreement
 - Appendix B. Volunteer Handbook
 - Appendix C. Claim Form
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1. Introduction

1.1 Keighley Town Council is committed to working with volunteers and welcomes voluntary and community involvement. This policy sets out the principles for volunteering in Keighley Town Council and is of relevance to everyone concerned with recruiting, supporting, developing and managing volunteers and promoting volunteering activity.

1.2 People volunteer for a variety of reasons:

- To socialise
- To put something back into the community
- To regain or learn new employment skills
- To occupy their time

2. Vision

2.1 Reflecting the Council's vision, values and objectives to engage and actively seek partnerships with the residents of Keighley, it is vital to enhance the experience of those who work in and visit our town by involving and supporting volunteers.

2.2 Keighley Town Council seeks to involve volunteers to:

- Enhance our services to our clients
- Bring new skills and perspectives
- Through their involvement, increase our contact with the local community

3. Principles

3.1 The Volunteering Policy is underpinned by the following principles:

- Ensuring that volunteers are properly integrated into the organisation and fully understand their roles and responsibilities
- Officers to work positively with volunteers
- Volunteers not to replace paid staff
- Ensuring that a diverse range of suitable volunteering activities is developed that are relevant to the residents of Keighley
- Keighley Town Council will value and respect the individual providing equal opportunities for volunteering involvement

4. What is Volunteering?

4.1 Keighley Town Council regards volunteering as an unpaid activity where someone freely gives their time to help an organisation or an individual who they are not related to. Volunteers are not paid staff and do not have a legally binding contractual relationship with the Council.

5. Recruitment and Selection of Volunteers

5.1 Keighley Town Council is committed to equal opportunities and believes that volunteering should be open to all.

5.2 Anyone offering their services to Keighley Town Council as a volunteer will be asked to complete and sign an Application Form and Confidentiality Agreement (Appendix A) which is to be submitted to the Council, containing their personal and emergency details and specifying the volunteering position they wish to apply for, if relevant, and any volunteering areas of interest. A description of the role assigned to the volunteer will be issued afterwards.

5.3 Volunteering vacancies will be advertised on the Keighley Town Council website and on public notice boards.

5.4 The acceptance of volunteer assistance for a particular role should be based on the selection criteria being met; this being the individual's ability to do the specified task subject to the needs and restrictions of the location.

5.5 If the volunteer will be working alone with children or vulnerable adults, a Disclosure and Barring Service (DBS) check will be required and should be obtained from Keighley Town Council.

5.6 If Keighley Town Council decides that an individual is not suitable for the volunteering role, or if they become unsuitable for a volunteering role, they should be advised of the reason and of any other opportunities, as appropriate.

6. Induction and Training

6.1 All volunteers will receive an induction into Keighley Town Council and the role they will undertake. Training will be provided as appropriate, with a copy of the Volunteer Handbook (Appendix C).

6.2 All volunteers will have a named officer as their main contact. They will be provided with regular supervision and support with progress fed back to them and any further development and future opportunities identified to them.

7. Expenses

7.1 All volunteers will have their travel and other expenses reimbursed, with the preferred mode of transport being by train. Receipts must be provided and submitted to the Keighley Town Council office. There will be a cap of £10 per volunteer on the amount which can be claimed whilst undertaking any volunteering role. Alternative arrangements can be made for people with disabilities.

Expenses	
Mileage	<i>45p per mile (please check whether rail would be cheaper)</i>
Parking	<i>Upon submission of a valid receipt</i>
Train fares	<i>Standard fare; please book in advance using saver fares when possible</i>

8. Insurance

8.1 All volunteers are covered by Keighley Town Council's public liability insurance whilst they are on the premises or engaged in work with or on Keighley Town Council's behalf. Volunteers should not be expected to use their own vehicle for undertaking voluntary duties, such as transporting goods, unless they are appropriately insured, and the documentation has been checked.

9. Equal Opportunities

9.1 Keighley Town Council operates an Equal Opportunities Policy in respect of both paid officers and volunteers. A copy of this policy is available on request.

10. Confidentiality & Code of Conduct

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

10.2 In carrying out their duties, volunteers have undertaken to be bound by the Keighley Town Council Members Code of Conduct, to respect others and treat everyone equally.

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Appendix A

**Keighley Town Council
Volunteer Application Form**

This application form outlines the volunteering arrangement between Keighley Town Council and

Name: (of Volunteer) _____

Address: _____

Postcode: _____

Telephone / Mobile: _____

Email: _____

If applying for a specific volunteering vacancy, please state which role and location:

Volunteer interest – please specify any areas of volunteering you are interested in:



We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your experience of volunteering with us enjoyable and rewarding.

Confidentiality Agreement

During the course of your volunteering activity, you may have access to see or hear information of a confidential nature. You are expected to use your discretion and maintain confidentiality about information relating to all aspects of your volunteering activity.

Disclosures of information relating to clients, members of staff, other volunteers or that which you acquire during the course of your volunteering activity may only be disclosed elsewhere with the agreement of the Organiser or unless required by law.

You are reminded that a breach of confidentiality may result in your volunteering role being terminated.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Signed on behalf of Keighley Town Council:

Signature: _____

Position: _____

Name (print): _____

Date: _____

Signed by Volunteer:

Signature: _____

Name (print): _____

Date: _____



Appendix B

Keighley Town Council

Volunteer Handbook

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 5. Recruitment and Selection of Volunteers
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Keighley Town Council Volunteers Claim Form

Volunteers Name: **Voluntary Position:**

Week Ending:

Date:	Work Undertaken:	Journey:	Receipt details:	<i>Amount Claimed: £</i>
Date:	Work Undertaken	Journey:	Receipt details:	<i>Amount Claimed: £</i>
Date:	Work Undertaken	Journey:	Receipt details:	<i>Amount Claimed: £</i>
Date:	Work Undertaken	Journey:	Receipt details:	<i>Amount Claimed: £</i>
<i>Date:</i>	<i>Work Undertaken</i>	<i>Journey:</i>	<i>Receipt details:</i>	<i>Amount Claimed: £</i>

Total Claimed £.....

I certify that the expenses claimed on this form were incurred as a result of my volunteering services provided to Keighley Town Council. I understand that any false declaration may lead to dismissal from my voluntary position with the Council.

Signed **Date**
(Volunteer)

Authorised **Date**
(Town Clerk)