



Volunteer policy and agreement

Owner	John Harrison, Town Clerk
Reviewer	Emily Hastings, Corporate Services Manager Andy Joyes, Youth Service Manager Joel Cottingham, Deputy Youth Service Manager
Previous versions	N/A
Templates used/adapted	
Approver	Initial: Staffing Committee Final: Finance & Governance Committee
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Related policies/procedures	
Policy covers	All HTC including Hailsham Youth Service

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Introduction

1. Hailsham Town Council (HTC) acknowledges and values the support that volunteers provide to the Council, with includes Hailsham Youth Service (HYS). This policy sets out the broad principles for voluntary involvement in activities within or overseen by the Council.
2. This policy applies to volunteers working on behalf of, but not employed by, the Council. Volunteers are unpaid and of their own free will contribute their time, energy and skills.
3. Volunteers will contribute to achieving the aims, objectives and vision of the Council.

HTC: <https://www.hailsham-tc.gov.uk/town-council/>

HYS: <https://www.hailshamyouthservice.org/about.html>

Recruitment

4. Volunteer opportunities are advertised through our websites and social media.
5. HTC will conduct a recruitment process to select volunteers. The recruitment process will aim to be fair, non-discriminatory and unbiased.
6. If appropriate the Council will request to see evidence of qualifications necessary to carry out the role.
7. If appropriate the Council will request references.

Responsibilities

8. An outline of the role and responsibilities will be provided to all volunteers.
9. The number of hours and times for volunteering will be discussed and agreed in advance.

Mandatory training

10. Volunteers will be required to take any appropriate mandatory training e.g. safeguarding, health and safety, food preparation.
11. If volunteers will be working with children or vulnerable adults, by law HTC will undertake [Disclosure and Barring Service](#) check. The DBS will search police records to identify people who are unsuitable for certain types of work, especially work involving children and vulnerable adults. A volunteer must declare if they receive a subsequent caution or criminal conviction after a DBS check is conducted.

12. On-the-job training will be given depending on the volunteer role.
13. Volunteers will be encouraged to take advantage of opportunities for personal growth and skill development.

Policies and procedures

14. HTC will ensure that the volunteer is made aware of and has access to any relevant policies and procedures. The volunteer agrees to comply with these.
15. The volunteer will abide by confidentiality and data protection policies. The volunteer must safeguard and not use or disclose any confidential information they have access to either whilst volunteering, or afterwards. However, if the volunteer is made aware of anything where the safety of others is compromised this should be reported to a senior member of staff/Councillor.
16. The volunteer will demonstrate professional behaviour and conduct while volunteering for HTC.

Support and development

17. Volunteers should be able to seek support from HTC, this could be through one to ones or supervision, formally or informally.
18. Volunteers will have a point of contact, if they need help, or have a problem, particularly relating to safety issues.

Communication

19. Volunteers will maintain effective communication including promptly responding to communications, communicating about non-attendance and seeking clarification or guidance when needed.
20. HTC will provide effective communications to volunteers, including as much notice as possible if anything is cancelled and volunteers are not required.
21. Volunteers can communicate about volunteering with HTC/HYS but must not represent HTC/HYS, or appear to represent HTC/HYS, unless they have been authorised to speak on HTC/HYS' behalf.

Payment

22. Volunteers will not be paid. If volunteers have any expenses these will need to be agreed by HTC in advance, and if approved receipts will be required.

Volunteer agreement

23. See appendix 1 for the volunteer agreement.
24. All volunteers will read the volunteer policy and sign their agreement that they have read the policy and will abide by the policy.
25. The volunteer agreement is not intended to be a legally binding contract and is binding in honour only.

Ending the volunteer agreement

26. Any breaches to the volunteer agreement will mean the ending of the volunteer agreement.
27. The volunteer agreement can be ended by the volunteer or HTC/HYS at any time.

Appendix 1: Volunteer agreement

Name of volunteer:

Volunteer role:

- I have been issued with an outline of the role and responsibilities.
- I have been issued with the volunteer policy.
- I have read and agree with all points of the volunteer policy.
- The volunteer agreement can be ended by myself or Hailsham Town Council/Hailsham Youth Service at any time.

Emergency contact name:

Emergency contact phone number:

Signed:

Date:

Signed by HTC/HYS:

Print name:

Date:

Send signed copy to Corporate Services Manager/Corporate Services Officer to store securely.