

Volunteer Policy

General statement of policy

Volunteering is at the heart of Christian service and discipleship and lots of people at All Saints' and St Stephen's Church are volunteers. They give their time and talents generously, and without payment, to our parish community to further the local mission and ministry of the church. This policy sets out our key responsibilities to, and expectations of, our volunteers and is intended to help ensure that anyone who volunteers at All Saints' and St Stephen's are appropriately supported and managed in their roles. Volunteers are subject to All Saints' and St Stephen's Church relevant policies and, in particular, policies and guidance relating to Safeguarding, Health and Safety and Data Protection. Key elements of these policies are referred to in this document and the full policies are available from the PCC and or the PSO.

This policy will be reviewed by the PCC annually and as events or legislation change requires.

Key terms and definitions

For the purposes of this policy the following terms are taken to have the stated definitions.

- a. Accident – an event causing injury, harm or ill health
- b. Activity leader – the person identified by the PCC as the leader of a particular activity that involves volunteers
- c. Church property: the church building, outside areas or any other buildings for which the PCC is responsible
- d. Hazard – anything with the potential to cause injury, harm or ill health
- e. Near-miss incidents - events not causing harm, but having the realistic potential to cause injury or ill health
- f. Volunteer – an unpaid person undertaking church work and/or involved in helping with church activities supported by the PCC
- g. PCC – the Parochial Church Council for All Saints' and St Stephen's Ockbrook and Borrowash in the Diocese of Derby. The members of the PCC are appointed to have specific responsibility for implementing this policy
- h. PSO – Parish Safeguarding Officer supports the PCC to ensure the safety and wellbeing of children, young people and vulnerable adults within the parish.
- i. Risk - the likelihood that exposure to a hazard will lead to a negative consequence

Current Policy Date: July 2024.

Review: Every year. Date of Next Review: June 2025

Our Key Responsibilities to Volunteers

All Saints' and St Stephen's church values the important contribution volunteers make to its ministry and mission and, therefore, seeks to:

- a. offer opportunities to anyone who wants to volunteer, adhering to the principles of an inclusive church and such that no-one is disadvantaged by conditions or requirements that cannot be shown to be justifiable.
- b. offers appropriate training, equipment and support for volunteers in their role(s).
- c. provides relevant information about the church's work, policies and procedures.
- d. makes necessary arrangements to ensure the health, safety and welfare of volunteers
- e. reimburses agreed out-of-pocket expenses.
- f. encourages a positive and friendly atmosphere.
- g. celebrates success and recognise loyalty and dedication.

Our Key Expectations of Volunteers

Volunteers are viewed as representatives of our church and, as such, are asked to:

- a. act responsibly and within the law.
- b. aim for high standards of efficiency, reliability, punctuality and quality in fulfilling volunteering role(s).
- c. respect, support and adhere to PCC policies and management decisions – including all aspects of safeguarding, health and safety, and data protection.
- d. work collaboratively with other volunteers.
- e. treats all church property and equipment with care and consideration.
- f. speak to the activity leader (or a churchwarden) promptly about any difficulties encountered with volunteering so that appropriate support may be offered.

Copyright, Intellectual Property and Photography

- a. The rights to any original works that a volunteer may produce in the course of volunteering will belong to the PCC, unless otherwise agreed in writing and approved by the PCC. Examples include photography, artwork, graphic design and written work.
- b. Photographs of volunteers carrying out their roles may be used for promotional purposes, such as in a leaflet, poster or online. Volunteers who do not wish their photograph to be used for such purposes, should notify the Activity Leader & PCC.

Data Protection and Confidentiality

In line with the General Data Protection Regulations (GDPR) the PCC takes care to protect volunteer information. Similarly, volunteers are expected to protect any personal or confidential information to which they may have access in the course of their volunteering. Our GDPR policy contains further details and is available from the PCC or PSO.

Equal Opportunities and Diversity

All Saints' and St Stephen's is an open, inclusive community-based Church which believes that God loves everyone no matter who they are. In this spirit, volunteers are expected to affirm every person as a creation of God and to treat them with dignity and respect.

Health and Safety

- a. Volunteers are expected to act responsibly at all times and to have due regard for their own safety.
- b. Volunteers should read the Health and Safety Policy, and any specific information or policies on the following: Electrical Equipment; Manual Handling; Working at Height; Preparation of Food; Slips and Trips; Working Alone.
- c. Volunteers should read any completed risk assessments which relate to the activity in which they are volunteering and should ask the activity leader if there is anything in the risk assessment they do not understand.
- d. Volunteers should report promptly to their relevant activity leader (or churchwarden or PCC Member any Health and Safety hazard, defect or damage they notice during their volunteering activity.
- e. Volunteers should report promptly to their relevant activity leader (or churchwarden or PCC Member any accident or near-miss incidents which occur during their volunteering activity.

Insurance

The PCC has appropriate types of insurance in place to cover its volunteers. These include employers' liability insurance and public liability insurance in the event of a volunteer being harmed due to the negligence of the PCC or a third party being injured as a result of the actions of a volunteer whilst performing church duties.

Our insurance does not cover volunteers' personal belongings.

The PCC does not provide motor insurance for volunteers.

Volunteers who use their own vehicles as part of their volunteering are recommended to check with their insurer that they are appropriately covered to do so. Note: Driving in connection with charitable volunteering is normally classified by insurers as "social,

domestic and pleasure" which is part of standard cover. There is unlikely to be any additional cost, but some insurers require the policy holder to notify them. Useful information may be found about insurance for volunteer drivers on the Association of British Insurers website and in their very helpful document: VOLUNTEER DRIVING – THE MOTOR INSURANCE COMMITMENT, the latest version of which can be downloaded from their website.

Payment of expenses

- a. No payments are made to volunteers, other than the reimbursement of out-of-pocket expenses which are accompanied by receipts and agreed in advance by the PCC, Church Wardens or Treasurer via the relevant activity leader.
- b. If it is agreed to reimburse a volunteer's expenses for travelling in their own vehicle, the HMRC approved standard mileage rates, which include an allowance for insurance as well as fuel, maintenance, tax etc. will be used.

Recruitment and Selection of Volunteers

- a. The PCC welcomes and respects the breadth of experience, skills, dedication and goodwill that volunteers bring. As part of safer recruitment some roles will require the completion of an application form, informal interviews or references may be carried out to ensure that applicants are suitable for the role in question. Selection will be based on the ability of each applicant to fulfil the role concerned, considering any effect the volunteer may have on the safety of all parties, the Church and its reputation.
- b. Volunteers need to be over 16 years of age to volunteer independently, and under 18s will be asked for parental consent. Younger people may get involved in some aspects of volunteering with us if they are accompanied by a responsible adult. We do not have an upper age limit for volunteers.
- c. There may be situations that require the PCC to undertake an individual risk assessment of a volunteer which may result in asking someone to stop volunteering – for example when health issues are assessed as an unacceptably high risk to the person concerned or others around them.
- d. For certain roles a Disclosure and Barring Service (DBS) check and completion of safeguard training, or other appropriate training will be required.

Safeguarding

The PCC of All Saints' and St Stephen's Church has adopted the House of Bishops Safeguarding Policy Statement together with the supporting safeguarding policies and practice guidance. The Policy Statement can be viewed online on the Church of England website.

If a volunteer has any concerns around the welfare of a child or vulnerable adult, please immediately contact Angela Disney our Parish Safeguarding Officer, Tim Sumpter, vicar or one of the church wardens. If they are not available, please speak directly to the Diocesan Safeguarding Adviser.

Appendices: please see the parish website – safeguarding for further information including:

Volunteer application form

Role descriptions

Risk Assessments

Volunteer agreement/best practice guidance.