

The Parish of the Resurrection Alton Volunteer Policy



Volunteers are vital to the day-to-day work of the Parish of the Resurrection and make a huge contribution to its ministry and mission within the wider community. Volunteers carry out diverse rôles including, among others, churchwardens, flower arrangers, cleaners, visitors, youth and children's workers, caterers, and various committee members.

Purpose

This policy sets out our key responsibilities to, and expectations of, our volunteers and is intended to help ensure that all who volunteer for the parish are appropriately supported in their roles.

1. Our Key Responsibilities to Volunteers

POTR values the vital 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. offer appropriate training, equipment and support for volunteers in their role(s);
- c. provide relevant information about POTR's work, policies and procedures
- d. make necessary arrangements to ensure the health, safety and welfare of volunteers;
- e. reimburse agreed out-of-pocket expenses; and
- f. encourage a positive and friendly atmosphere.

2. Our Key Expectations of Volunteers

Volunteers are regarded as representatives of our churches and as such, are asked to:

- a. act responsibly within the law;
- b. seek to carry out their volunteering activities reliably and to the best of their ability, working collaboratively with other volunteers;
- c. respect, support and adhere to PCC policies and management decisions – including all aspects of safeguarding, health and safety, and data protection; and
- d. treat all church property and equipment with care and consideration.

3. Becoming a Volunteer

- a. Appointment to a volunteer role is based on the ability of the enquirer to fulfil the role concerned. In some cases informal interviews may be carried out to ensure suitability.
- b. Volunteers need to be over 16 years of age to volunteer independently, and under 18s will be asked for written 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. For certain roles a Disclosure and Barring Service (DBS) check will be required.
- d. Individuals can still volunteer if they are receiving benefits providing that legal guidelines are followed, e.g., with regard to hours worked and the claiming of any expenses.
- e. When an appointment is made, the relevant activity leader (or churchwarden) will provide an introduction to the role; guidance on how to carry it out, particularly highlighting any specific health and safety provisions or other essential procedures; and ensure the volunteer has access to relevant policies of POTR.
- f. All volunteers are required to read the POTR Health and Safety, Safeguarding, Volunteer and Data Protection Policies.
- g. Should a volunteer encounter any difficulties or concerns regarding the role or tasks involved, they should immediately speak to the activity leader (or church warden) so these matters can be addressed promptly and any appropriate support offered.
- h. There may be situations that require the PCC to undertake an individual risk assessment of a volunteer which could result in asking someone to stop volunteering – for example when the health and safety risk is unacceptably high to the person concerned or others around them.

4. Health and Safety

- a. Volunteers are expected to act responsibly at all times and to have due regard for their own and others' safety.
- b. Volunteers should read the POTR Health and Safety policy, and any completed risk assessments which relate to the activity in which they are volunteering. They should ask the activity leader if there is anything in the risk assessment they do not understand.
- c. Volunteers should report promptly to their relevant activity leader (or churchwarden or the Staff & Volunteers Committee H&S representative) any Health and Safety hazard, defect or damage they notice during their volunteering activity.
- d. Volunteers should report promptly to their relevant activity leader (or churchwarden or Staff & Vols H&S rep) any accident or near-miss incidents which occur during their volunteering activity.

5. Data Protection and Confidentiality

- a. 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. This applies also to their personal use of social media and any contact with press media.

b. Our GDPR Privacy Notice contains further details and is available on the POTR website or from the Parish Administrator.

6. Safeguarding

a. The Parish of the Resurrection has adopted the House of Bishops' Safeguarding Policy Statement together with the supporting safeguarding policies and practice guidance.

b. All volunteers are required to read and agree to abide by the POTR Safeguarding policy and guidelines, which are available on the POTR website or from the Parish Administrator.

c. If a volunteer has any concerns about the welfare of a child or vulnerable adult, they should immediately contact Sally Kemp, our Parish Safeguarding Officer (Tel: 07944 587597 or email potr.safeguarding.com). If Sally is not available please speak directly to the Diocesan Safeguarding Advisor, Jackie Rowlands on 01962 737317 or email safeguarding@winchester.anglican.org

7. Equality and Diversity

The Parish of the Resurrection Alton believes that every person is created in God's image and is loved by God. In his ministry Jesus showed God's love by his openness to all people, including those who were marginalised in his day. Our parish is committed to promoting equality of opportunity and diversity in all spheres of its activity, and to behaving as an equal opportunity organisation, within the bounds of relevant applicable church law. In the same spirit, volunteers are expected to affirm every person as a creation of God and to treat them with dignity and respect.

8. 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 photographer and/or the Parish Office, as appropriate.

9. 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 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.

10. Insurance

- a. POTR 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 while performing church duties.
- b. POTR insurance does not cover volunteers' personal belongings.
- c. POTR 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. [Useful information on motor insurance for volunteer drivers may be found on the Association of British Insurers website.]

Signed ...Revd David Chattell. Assistant Vicar.....

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