Stoke St Mary Parish Council

Volunteer Policy and Procedures Framework

Re-approved – 17 September 2026

Background

This document sets out the Policy and Procedures Framework to be applied for the planning, management and oversight of volunteer work, activities and events undertaken for or on behalf of Stoke St Mary Parish Council.

Governance Oversight and Reports

The Volunteer Policy and Procedures Framework, and any future amendments, are subject to approval by the Stoke St Mary Parish Council. A designated Councillor should be appointed by the Parish Council to lead on the operation and management of the volunteer framework and activities. The Volunteers Councillor is authorised and responsible for:

- Ensuring that SSMPC volunteer activities and events are approved by the Volunteers Councillor in advance, and that they are conducted and documented in accordance with the Volunteer Policy and Procedures Framework.
- Ensuring volunteer activities and events are conducted under the oversight of a nominated event supervisor.
- That a risk assessment is conducted for all planned events in accordance with the procedures outlined below.
- Ensuring that feedback and lessons learned from events are documented (using the Risk Assessment Tool) and applied to planning for future events as part of continuous improvement practice.
- Providing a report on volunteer activity as a standing agenda item at each Parish Council meeting.
- Ensuring that the required volunteer records and audit trail are maintained (see section below).

Budget

Planning and conducting volunteer activity in accordance with this Framework may throw up the need for some mitigating or enabling expenses (e.g. high vis vests / warning signage or traffic cones etc). The Parish Council should consider providing an annual budget allocation for this purpose, with expenditure to be managed through normal financial processes, procedures and oversight. Any expenditure on volunteer activities should be reported in the standing volunteer agenda item at each Parish Council meeting as well as through the general financial processes.

Risk Management and Insurance

Risk Management. A risk assessment is to be conducted in advance of each event or activity using the Risk Assessment Tool template at Attachment 1. The nominated event supervisor is responsible for briefing the volunteer team and ensuring that controls and mitigations identified in the risk assessment are in place and applied during the event. Risk Assessments are to be completed by someone trained by the Volunteers Councillor in using the Risk Assessment Tool, with perceived risks assessed as High, Medium or Low:

- High – If not mitigated and controlled, there is the potential likelihood of a serious incident resulting in injury, harm or property damage, or of multiple minor incidents
- Medium - If not mitigated and controlled, while less than likely, there is a credible possibility of accident, injury or property damage
- Low – where the risk of injury, harm or damage is assessed as highly unlikely (e.g. where the activities and location/environment for the event are routine, familiar and/or benign).

The event supervisor is to ensure that the feedback section of the Risk Assessment Tool is completed at the end of the event and the form returned to the Volunteers Councillor.

Insurance. The Parish Council is responsible for ensuring that appropriate insurance is in place to cover volunteers (under the Employee Liability policy section) and others (under the Public Liability section of the policy) for volunteer activity and events. Compliance with the Volunteer Policy and Procedures Framework, especially the risk assessment and oversight requirements, will enable the documentation of appropriate controls and risk management to satisfy the insurer's requirements.

Records, Transparency and Audit Trail

The Volunteers Councillor is responsible for ensuring the following documentation and audit trail is maintained/ shared with the Clerk for PC records:

- Retention of completed volunteer event risk assessments (Template at Attachment 1)
- Maintaining a Log of Volunteer Events (Attachment 2).
- Maintaining a Register of Volunteers (Attachment 3).
- A volunteer activity report is on the agenda for each Parish Council meeting and that the draft minutes accurately reflect the Parish Council proceedings in executing its governance and oversight of volunteer activity.

Attachments:

1. Volunteer Event Risk Assessment Tool Template
2. Log of Volunteer Events
3. Register of Volunteers