
1. Introduction

The Council defines a volunteer as a person who gives their time, skills and experience freely without financial reward. Volunteering may be for a limited time to complete a particular project or may be on an ongoing basis.

2. Status of Volunteers

A volunteer is not an employee of Cherwell District Council and therefore will not have a contract of employment. Cherwell District Council will agree a role with the volunteer but will not be contractually bound.

Volunteers should not be used to do a job normally carried out by a paid member of staff, on a permanent basis, where if they left another paid member of staff would need to be employed

3. Recruitment of Volunteers

CMT will need to agree any recruitment of volunteers with a completed business case.

The full recruitment and selection process should be followed for volunteers. The successful candidate/s will only be able to start when we have received the following:

- ✓ Medical clearance
- ✓ Two satisfactory references
- ✓ CRB clearance (if working with vulnerable service users).

Please refer to the recruitment policy for further information.

4. Volunteer Agreement

Each volunteer will be issued with a Volunteer Agreement establishing the specific work they will be undertaking. It will also identify what Cherwell District Council agrees to:

- Recruit in line with CDC's recruitment policy
- Arrange a meeting with the event organiser to discuss work instructions
- Ensure each new volunteer has an induction
- Give all volunteers a named person as their main point of contact. The named person will be a CDC employee and be responsible for providing regular supervision to feed back on progress, discuss future development and air any problems.
- Provide training to be able to carry out the event
- Keep a hard copy of all risk assessments

Volunteer's role

A meeting will be held with the volunteer to discuss the requirements of the role. At this point the volunteer will be asked to sign a volunteer agreement issued by the department.

On commencing work the volunteer will be given a copy of:

- the volunteer agreement

- the Volunteers policy
- the Health & Safety policy
- The Employee Code of Conduct
- The Equal Opportunities Policy

The volunteer needs to ensure they are clear about the role they will have and report any concerns to the events organiser.

CRB Clearances

Depending on the nature of the volunteer role the prospective volunteer will be required to undergo a CRB check if working with vulnerable service users.

The Criminal Records Bureau does not charge for clearance of volunteer staff.

If volunteers have a current CRB that is in another company name then this will be sufficient.

Training

Appropriate training will be agreed and organised by the event organiser.

Induction

The event organiser will conduct the induction of new volunteers and tailor it to meet the needs of the service and volunteer.

Expenses

No expenses will be paid unless otherwise agreed by the organiser.

Insurance cover

Cherwell District Council volunteers are covered by our Public Liability Insurance should anything happen to them or to service users.

Volunteers should not be expected to use their own vehicle whilst carrying out their duties as a volunteer as they will not be covered under the council's insurance.

Please contact Rosemary Watts for further information.

Health & Safety/Risk Assessments

Volunteer leaders should be made aware of Cherwell District Councils Health & Safety Policy.

Event leaders are all required to take registers and risk assess their activities and the event organiser should keep hardcopies at all times.

Confidentiality and Code of Conduct

Where applicable, volunteers will be bound by the same requirements for code of conduct and confidentiality as paid employees.

Supervision and Support

Volunteers should be given contact details of the organiser incase they encounter any problems.

Equal Opportunities

Cherwell District Council operates an equal opportunities policy in respect of both paid staff and volunteers. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

5. **Template of agreement**

Please see appendix A

6. **Volunteer Declaration Form**

Please see appendix B

7. **Volunteer Application Form**

Please see appendix C



Volunteer Agreement

| |
|-------------------------------------------------------------------------------------------------------------|
| Voluntary Agreement between _____ (volunteer) and _____ (name & department) at Cherwell District Council |
|-------------------------------------------------------------------------------------------------------------|

This agreement is in honour only and is not intended to be a legally binding contract of employment.

We value volunteers and hope you enjoy your role with us. We will:

- Induct you and explain your role fully
- Provide training required to carry out your role as agreed
- Advise who your event organiser will be
- Insure you against injury you suffer or cause due to negligence
- Provide you with a copy of our Health & Safety, Code of Conduct, Volunteers and Equal Opportunities policies
- Provide you with our Complaints Procedure

We expect all volunteers to:

- Work reliably to the best of your ability
- Help ensure that the events are delivered as safe and efficiently as possible
- Give the organiser as much notice as possible if you cannot work as expected
- Follow Cherwell District Councils rules and procedures fully
- Act as a representative of Cherwell District Council
- Leaders to complete all risk assessments and registers and provide the organiser with hard copies

Please sign and return one copy to People and Improvement and the other to the event organiser at Cherwell District Council, Bodicote House, White Post Lane, Bodicote, Oxfordshire, OX15 4AA

Name _____

Signature _____

Date _____



Volunteer Declaration

(To be completed by the volunteer)

I _____ Undertake to volunteer for the tasks detailed above. I will not undertake any additional tasks without consulting _____ (supervisor) and without completing an additional agreement.

I agree to volunteer on the following days at the following times:

| | | | | | | |
|-----------------|-------|----|-------|-----|-------|----------|
| Week commencing | _____ | to | _____ | | | |
| Monday | _____ | to | _____ | and | _____ | to _____ |
| Tuesday | _____ | to | _____ | and | _____ | to _____ |
| Wednesday | _____ | to | _____ | and | _____ | to _____ |
| Thursday | _____ | to | _____ | and | _____ | to _____ |
| Friday | _____ | to | _____ | and | _____ | to _____ |
| Saturday | _____ | to | _____ | and | _____ | to _____ |
| Sunday | _____ | to | _____ | and | _____ | to _____ |

I agree, if possible, to give days notice if I will be unable to attend at the stated times.

I agree to co-operate in all appropriate risk assessments on myself and the tasks I will be doing and to abide by all Health & Safety requirements.

I agree to sign a confidentiality agreement, abide by the relevant policies and procedures of Cherwell District Council.

Name _____ (volunteer)

Signature _____

Date _____



VOLUNTEER APPLICATION FORM

PLEASE WRITE IN CAPITALS IN BLACK INK
PLEASE REFER TO GUIDANCE NOTES FOR CANDIDATES BEFORE
COMPLETING THIS FORM

| PERSONAL DETAILS | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|-----------------------------------------------------------------------------------|
| Surname | | Forenames | |
| Full Address | | | |
| | Postcode | | |
| Home Tel | | Mobile No | |
| Email | | | |
| If you can be contacted during the day by telephone please give number | | | |
| Are you related to any Elected Members or employees of Cherwell District Council? | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If YES please give name(s) and relationship | | | |
| Do you have a current driving licence? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | If Yes Licence Status Full <input type="checkbox"/> Prov <input type="checkbox"/> |
| If you have a disability which you wish to be taken into account in the recruitment process, please give brief details on a separate page. You are not required to declare any disability that you may have at this stage of the recruitment process. | | | |

| CURRENT EMPLOYMENT | |
|-----------------------------------------------------------------------------------|--|
| Job Title | |
| Department | |
| Please give a brief description of your major duties and responsibilities: | |
| | |

APPENDIX C

PREVIOUS EMPLOYMENT

| Employer | Dates | | Post Title and Nature of Duties |
|----------|-------|----|---------------------------------|
| | From | To | |
| | | | |

RELEVANT EXPERIENCE AND SKILLS

Using the person specification to guide you, please give details of any experiences and skills that you feel are relevant to the post. Include, if appropriate, details of experiences and skills gained in previous roles and any other areas such as temporary work, voluntary work, studies or spare time activities.

You may continue on a separate sheet if necessary

DECLARATIONS

Rehabilitation of Offenders Act 1974. Candidates need not give details of spent offences except where the post is exempt from the Rehabilitation of Offenders Act 1974. If you are applying for a post which is exempt from the Rehabilitation of Offenders Act 1974 this will be specified in the job details and a criminal record check through the Criminal Records Bureau may be required before an appointment is confirmed.

Have you any unspent criminal convictions

Yes No

If **YES**, please give brief details below:-

Date

Nature of offence

Court

Sentence

I understand that a medical examination may be necessary in connection with this post and that appointment is subject to satisfactory medical clearance.

I declare that the information given in this application is to the best of my knowledge true and complete.

Data Protection Act 1998

Cherwell District Council will use the information you have given for recruitment and employment purposes and may, under its duty to protect the public funds it administers, use the information for the prevention, detection and investigation of fraud.

The Council will not share the information with any other organisation outside the Council unless it is permitted or required by law to do so, and will then act only in accordance with a procedure agreed with that other organisation.

By returning this form to the Council you consent to it processing sensitive personal data about you. You have the right to ask for a copy of the information we hold about you and to correct any inaccuracies in your information; we charge a fee when you apply to do this. If you wish to obtain a copy of the information the Council holds you should write to the Head of Legal & Democratic Services, Cherwell District Council, Bodicote House, Bodicote, Banbury, Oxfordshire, OX15 4AA.

Signed _____

Date _____

Please return completed form, in an envelope marked **CONFIDENTIAL**, to:

Human Resources, Cherwell District Council, Bodicote House, Bodicote, BANBURY, Oxfordshire, OX15 4AA

Receipt of this form will not be acknowledged unless you enclose a stamped addressed envelope or telephone for confirmation.