



# Volunteering Policy Statement

## **ABSTRACT**

To make volunteering as enjoyable and enriching as possible.

**Ian Morris, Town Clerk**  
**November 2018**  
**Reviewed by Deputy Town**

## **Our Aims**

1. To make volunteering as enjoyable and enriching as possible.
2. Recognise that volunteering provides the capacity to build skills and confidence and contribute towards individual's personal development.
3. Respect volunteers and their input, in both listening to and hearing from what they have to say – feedback from volunteers is always welcome.
4. Acknowledging volunteering is of wider benefit to society, as well as to the Town Council in providing extra resources to help us deliver our services.
5. Valuing volunteers and the important role volunteering has to play in helping people who are excluded from society to participate and become active members of their communities.
6. Recognise that volunteering is at the heart of strong communities.
7. Develop a core number of volunteers to make volunteering projects sustainable.

## **As a Volunteer you can expect**

- A supportive and positive environment that ensures an enjoyable experience.
- To be treated with respect.
- Induction and opportunity to undertake appropriate training.
- A named contact for support.
- Relevant and up to date information and advice.
- That we will have risk assessed any activity that we ask you to undertake as a volunteer.
- Recognition and thanks.

## **What do we expect from a volunteer?**

- Carry out the agreed project/role to the best of your ability.
- Respect confidentiality whenever you have access to confidential information.
- Give us honest feedback and ideas for improvement.

**#wearePTC**

Policy is correct as of September 2020

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- Be accountable and accept constructive comment.
- Take part in relevant training.
- Ask for support if you need it.
- Treat staff and your fellow volunteers with the courtesy you would expect to receive.
- Comply with our policies, procedures and standards.
- Undertake your work safely and report any concerns immediately.
- Be reliable, tell us if you are unavailable or running late.

## **Examples of volunteering opportunities with Peterlee Town Council are:-**

- Helping at an organised litter pick
- Helping at one of our many Town Events such as the Peterlee Show, Remembrance Parade, Armed Forces Day, Community Cinema etc
- Getting involved in a 'Friends of the Park' Group, or similar activity with a 'Friends of' Group.
- Helping with the Shielding Support Scheme making up the care packages for recipients

## **How do I become a Volunteer with PTC?**

1. Complete a volunteer application form (<http://www.peterlee.gov.uk/wp-content/uploads/sites/37/2018/11/Volunteer-Application-Form.pdf>.)
2. We will contact you to discuss your application and arrange a meeting.
3. When we have agreed the most suitable form of volunteering activity for you, you will then complete a volunteering agreement.
4. We appreciate and value the input of under 16's and encourage families to take part in volunteering, however, under 16's must be accompanied by a responsible adult/guardian/parent.

**#wearePTC**

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