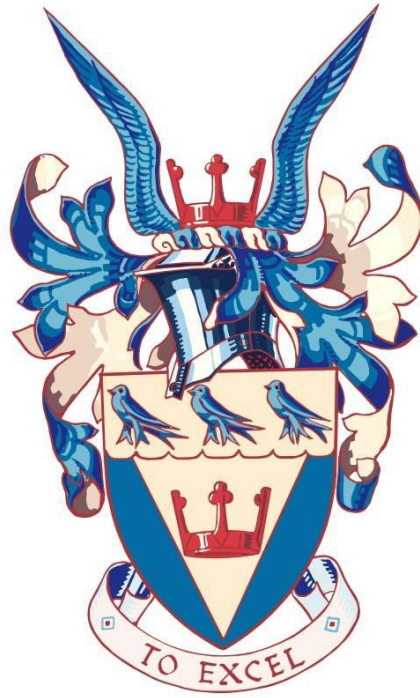




BOGNOR REGIS TOWN COUNCIL

VOLUNTEERING POLICY

Adopted by the Council at its Meeting held on 6th July 2026

Introduction

Bognor Regis Town Council recognises the valuable contribution that volunteers can make to the life of the town and to the work of the Council. Volunteering can strengthen community engagement, support local initiatives and enable residents to play an active role in civic life.

This policy sets out the principles and arrangements under which volunteers may support the activities of Bognor Regis Town Council. It is intended to ensure that volunteering is managed in a fair, safe and structured way for the benefit of both the Council and those who choose to volunteer.

Volunteers complement the work of employees and Councillors but do not replace paid staff or statutory roles.

Scope

This policy applies to all individuals who volunteer their time to support the work of Bognor Regis Town Council.

Volunteers may assist with a range of activities including community events, environmental initiatives, civic projects or other agreed Council activities.

This policy applies to all Councillors, employees and volunteers involved in coordinating or delivering volunteer activities.

Core Principles

The Council will ensure that volunteering opportunities are open, fair and inclusive. Volunteers will be treated with respect and their contributions recognised and valued. Such contributions will complement the work of Council staff and will not be used to replace paid employment.

Volunteers will be provided with appropriate guidance, supervision and support to carry out their roles safely and effectively, and the Council will ensure that volunteering activities are conducted in a safe and responsible manner and that volunteers understand their responsibilities while acting on behalf of the Council.

Recruitment and Appointment

Where volunteers are required, the Council may recruit individuals through appropriate community engagement, publicity or local networks.

Prospective volunteers may be asked to attend an informal discussion or interview to ensure that the role is suitable and that expectations are understood by both parties.

Volunteers will normally receive:

- A description of the volunteering role
- Information about relevant Council procedures
- The name of the Council Officer responsible for coordinating the volunteer activity

Volunteers may be asked to sign a Volunteer Agreement setting out expectations and responsibilities. This agreement is not intended to create a contract of employment.

Where appropriate, references or safeguarding checks may be required depending on the nature of the role.

Induction and Support

Volunteers will be provided with appropriate information and guidance before undertaking their role.

This may include:

- An overview of the Council and the activity being supported
- Relevant safety guidance
- Information about expected conduct and behaviour

Volunteers will have a named contact within the Council who will provide guidance and support where required.

Health and Safety

The Council has a duty to ensure that volunteers are able to undertake their activities safely.

Volunteers are expected to take reasonable care of their own health and safety and that of others who may be affected by their actions.

Where necessary, volunteers will be provided with appropriate safety instructions, equipment or training.

Safeguarding and Conduct

Volunteers must act responsibly, and in a manner consistent with the standards expected when representing the Council.

Where volunteer roles involve working with children or vulnerable adults, appropriate safeguarding procedures will be followed, and relevant checks may be required.

Volunteers must respect confidentiality and handle any information they encounter responsibly.

Expenses

Volunteering is unpaid. However, where appropriate and agreed in advance, reasonable out-of-pocket expenses may be reimbursed.

Expenses must normally be supported by receipts and approved by the Town Clerk.

Insurance

Volunteers acting on behalf of the Council and within the scope of agreed activities will normally be covered by the Council's insurance arrangements. This will be confirmed by the relevant Council Officer before commencement of volunteering activities.

Problem Solving

The Council aims to provide a positive volunteering experience. If a volunteer has concerns about their role or experience, they should raise them with their supervising officer in the first instance.

Where issues cannot be resolved informally, the Town Clerk will review the matter and determine an appropriate course of action.

The Council also reserves the right to end a volunteering arrangement where necessary.

Monitoring & Review

Overall responsibility for volunteering arrangements rests with the Town Clerk.

This policy will be reviewed periodically to ensure it remains effective and reflects best practice.