

BARTON UNDER NEEDWOOD PARISH COUNCIL

CODE OF CONDUCT FOR VOLUNTEERS

Adopted Full Parish Council meeting 5 October 2023

This Code of Conduct has been drawn up to clarify what is expected from Barton-under-Needwood Parish Council (BPC) volunteers whilst in their role. The Code of Conduct demonstrates what is considered to be appropriate behaviour, to help keep everyone safe, and ensure volunteers have a meaningful volunteer experience.

The Code of Conduct sets out the expectations of BPC and should be treated accordingly.

All BPC volunteers are asked to sign the Code of Conduct to show they commit to follow the rules of BPC.

Volunteers have the right:

- To be treated with respect, dignity and courtesy at all times
- To receive an adequate induction, information and training session wherever appropriate to enable volunteers to meet the needs of the role
- To volunteer in a safe and friendly environment
- To have the freedom to inform BPC employees and Councillors of any concerns or opportunities for improvement for the role
- To have access to communication links relevant to BPC
- To be safe in every aspect of the role
- To be provided with appropriate PPE and equipment to undertake their volunteering

Volunteers commit to abide by the following:

- To fulfil the role as outlined in the role description and to request further training if needed
- To only carry out activities approved by BPC
- To follow the policies and procedures that apply to the volunteer role
- To always be in sight of at least one other Volunteer at any one time except where there is a specific agreement in place and lone working is explicitly covered in a separate policy
- To wear/use appropriate safety equipment as provided by BPC
- To give suitable notice to BPC when not available or unable to attend
- To show respect and consideration, at all times, for fellow volunteers and members of the public, in line with the culture of BPC
- To follow the Role Description associated with the volunteer role

Public Profile

Volunteers are expected to commit to the aims and objectives of BPC while both inside and outside the organisation. Invitations to speak on behalf of BPC must be discussed and agreed with the allocated contact within BPC.