



Longburrow Hall, Park Lane
Stokenchurch, High Wycombe
Bucks HP14 3TQ

Volunteers Policy

A volunteer is an individual who undertakes work on behalf of **Stokenchurch Parish Council** (hereinafter referred to as "**the council**") without receiving any remuneration.

The Council welcomes volunteers and recognises the good work which they bring to assist with tasks and projects around the parish. The aim of this policy is to ensure all volunteers are treated in a clear and consistent way and for volunteers to understand their duties and responsibilities when being a Parish Council representative.

Insurance

The Council has a valid insurance policy to ensure that all volunteers are adequately covered by public liability insurance. All tasks undertaken will have a risk assessment and volunteers will be provided with Stokenchurch Parish Council's Health and Safety Policy.

Data Protection

The Council is governed by the Freedom of Information Act 2000 and Data Protection 2014 / GDPR 2018 Legislation. All volunteers must be aware that when they are representing the Council - any email correspondence between themselves, the Council and other professionals, will be subject to the above legislation and must be disclosed if requested. Volunteers are reminded that all emails should be professional and written under the awareness that these communications could be made public.

Social Media & Press

The Council has a Social Media and Communications Policy. When representing the Council, any communications regarding Council activities are strictly forbidden on Social Media as is speaking with the press without written permission of the Council.

Declarations of Interest

There may be volunteering activities, such as working on a Neighbourhood Plan, where volunteers should consider what private interests they may have which might impact on their consideration to perform the task. To

avoid any issues regarding possible conflict of interests, the Council encourages volunteers to complete a Declaration of Interest Form (as outlined in Appendix A).

Disclosure and Barring Service (DBS) Checks

Should the volunteer role be with children or vulnerable adults, the volunteer may be subject to a DBS check to check for any criminal convictions.

I confirm I have understood and will abide by Stokenchurch Parish Council's Volunteers Policy.

Name:

Date:

Signed:

Appendix A

Declaration of Interests of Interest Form *(Please write below or attach another page if required):*

Date of policy: 11/03/2026
Approving committee: SPC
Date of committee meeting: 11/03/2026
Policy effective from: 11/03/2026
Date for next review: 11/03/2029

— policy ends here —