

BRANSTON & MERE PARISH COUNCIL

VOLUNTEER POLICY FOR THE PARISH COUNCIL LIBRARY

1. Purpose

This policy sets out the framework for engaging, supporting, and managing volunteers in the Parish Council Library to ensure their experience is meaningful and their contributions are valued while maintaining high service standards.

2. Scope

This policy applies to all volunteers working in the Parish Council Library. It provides guidelines for recruitment, induction, roles, responsibilities, and safeguarding.

3. Principles

The Parish Council is committed to:

- Providing a safe, welcoming, and inclusive environment for volunteers.
 - Ensuring volunteers are treated with respect and are valued as an integral part of the library team.
 - Offering appropriate training and support for volunteers to carry out their roles effectively.
 - Safeguarding all users of the library, particularly children, young people, and vulnerable adults.
-

4. Recruitment and Selection

- **Equal Opportunities:** The library welcomes volunteers from all backgrounds and abilities, adhering to equal opportunity principles.
 - **Application Process:**
 - Volunteers must complete an application form and provide two references.
 - For roles involving children or vulnerable adults, volunteers must undergo an enhanced DBS (Disclosure and Barring Service) check.
 - **Interview:** Informal discussions will be conducted to align volunteer skills and interests with library needs.
-

5. Induction and Training

All volunteers will:

- Receive an induction, including an overview of the library's services, policies, and safety procedures.
 - Be trained in their specific roles, such as assisting library users, shelving books, or supporting events.
 - Be briefed on safeguarding, data protection, and health and safety practices.
-

6. Roles and Responsibilities

- **Volunteers:**
 - Provide friendly and helpful support to library users.
 - Adhere to library policies and procedures, including those on safeguarding, health and safety, and confidentiality.
 - Communicate availability and notify staff promptly if unable to attend a scheduled session.
 - **Library Staff:**
 - Provide supervision, support, and guidance to volunteers.
 - Ensure volunteers have access to necessary resources and training.
 - Recognise and value the contributions of volunteers.
-

7. Safeguarding

- Volunteers working with children or vulnerable adults must:
 - Complete safeguarding training provided by the council.
 - Follow safeguarding policies and report any concerns to the Designated Safeguarding Officer.
 - Volunteers will avoid unsupervised one-to-one interactions with children or vulnerable adults.
-

8. Health and Safety

- Volunteers are required to:
 - Follow all health and safety instructions provided during induction and training.
 - Report any accidents, hazards, or unsafe practices to staff immediately.
 - The council is responsible for providing a safe working environment and appropriate insurance coverage.
-

9. Confidentiality and Data Protection

- Volunteers must respect the confidentiality of library users and comply with data protection regulations.
 - Personal information about library users or other volunteers must not be shared without permission.
-

10. Problem-Solving and Feedback

- Volunteers can raise concerns with the library manager or designated staff.
 - The council values volunteer feedback and will regularly seek input to improve the volunteering experience.
-

11. Recognition and Rewards

- Volunteers will be recognised for their contributions through:
 - Regular appreciation and acknowledgment by the council.
 - Invitations to training, social events, and celebrations of achievements.
-

12. Ending Volunteering

- Volunteers may cease their roles at any time and are encouraged to provide notice.
 - The council reserves the right to end a volunteering arrangement if policies are breached or if the role is no longer suitable.
-

13. Monitoring and Review

This policy will be reviewed annually to ensure it remains current and effective. Feedback from volunteers and staff will be considered during the review process.

DOCUMENT HISTORY

Responsible Committee	Full Committee
Approval by	Full Committee
Date of approval/adoption	03.02.25
Minute reference	17186
Date for next review	Feb27