



## **Volunteer Policy**

**The Parochial Church Council of St John's Southbourne with West Thorney**

**Churchwardens**  
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# Volunteer Policy

## Volunteer Policy

The worshipping community of St John's and St Nicholas are a church family. As members of the church, we volunteer our time and talents to further our mission, to make Christ known. As volunteers we carry out a range of duties within the two churches eg children's worker, lawn mower, coffee barista. Our volunteer roles are varied but all are valued by the church family.

*Having gifts that differ according to the grace given to us, let us use them: if prophecy, in proportion to our faith; if service, in our serving; the one who teaches, in his teaching; the one who exhorts, in his exhortation; the one who contributes, in generosity; the one who leads, with zeal; the one who acts of mercy, with cheerfulness.*

*Romans 12 v6-8*

As a church we will care for our volunteers:

- Matching your skills, gifts and experiences with the right role for you wherever possible
- Offering appropriate training and support for your role, accessing appropriate diocesan support
- Celebrating success and recognising loyalty and dedication
- Respecting all our volunteers and listening to what you have to say, consistently encouraging two-way communication
- Providing information about the church's work, policies and procedures
- Reimbursing agreed out of pocket expenses promptly
- Ensuring your health, safety and welfare as a volunteer
- Providing a positive and friendly atmosphere
- Providing access to trained members, to support, guide and advise you

As a volunteer we expect you to:

- Aim for high standards of efficiency, reliability and quality in your volunteering
- Work in partnership with other volunteers, staff and general public
- Support, respect and adhere to our organisational policies, guidelines and management decisions – including all aspects of equal opportunities, health and safety, data protection and use of our name
- Consider and protect the Church's good reputation in your actions and conduct
- Act responsibly, within the law
- Let your team leader know if you have any problems, so that we can find a solution together
- Let your team leader know if there are changes in circumstances that may affect your volunteering
- Have the best possible experience by getting involved and enjoying your volunteering

### General Guidance

If you are volunteering to work with children or vulnerable adults, you will be required to complete a DBS check and the online safeguarding training before you commence volunteering. Safeguarding training will need to be completed before you apply for a DBS check. This is in line with the Parish Safeguarding Policy.

We will require an application form, two references and the code of behaviour policy to be read and signed.

## Volunteer Policy

Page 2 of 2

All volunteers will have an informal induction and receive training from their team leader. The team leader will be your key contact when volunteering. The team leader will themselves be a volunteer and we expect that you will work together in a two-way respectful way. If a volunteer has an issue with their team leader at any time, this should be discussed with a church warden.

We are committed to ensuring your wellbeing and safety whilst you are volunteering, and, in turn we expect our volunteers to contribute to maintaining a safe working environment.

The PCC has appropriate types of insurance in place to cover its volunteers. These include employer's liability insurance and public liability insurance in the event of a volunteer being harmed due to the negligence of the charity, or a third party being injured as a result of the actions of a volunteer whilst performing church duties. However, our insurance does not cover your personal belongings.

Unfortunately, we are unable to obtain personal accident insurance for those who are over 80. The Health and Safety Officer will carry out annual risk assessments for all volunteers who have identified themselves as being over 80 to ensure that they can safely perform their volunteer roles. We may carry out a risk assessment if there is a concern about any volunteer's ability to carry out a role safely.

The PCC does not provide motor insurance for you as a volunteer. Driving in connection with charitable volunteering is normally classified by insurers as "social, domestic and pleasure" which is part of your standard cover. We recommend that you check with your insurer but there should not be any additional cost. If we have agreed to reimburse your expenses for travelling in your own vehicle, we use government standard mileage rate, which includes an allowance for insurance as well as fuel, maintenance, tax, etc.

In most cases you will need to be over 16 years of age to volunteer independently and under 18s may be asked for parental consent. Younger people may get involved in some aspects of volunteering with us if they are accompanied by a responsible adult. We do not have an upper age limit for volunteers but there may be situations that require us to ask someone to stop volunteering – for example when health issues are considered a risk to the person concerned or others around them.

If you have any problems concerning your volunteering, please talk to your team leader immediately. The church takes the concerns of its volunteers very seriously and will make every effort to resolve any difficulties. If the concern is not resolved, you should contact a church warden in line with our complaints policy.

No comments or stories should be given directly to the media, unless your volunteer role specifically includes talking to the press or other local media. Generally, our media relations are handled by trained specialists at the Diocese and so any requests from the media should be referred to your team leader.

We take great care to protect your information as part of our data protection responsibilities. As a volunteer, we expect you to protect any personal or confidential information to which you may have access. In turn, to protect others, we expect you not to share pictures of your church activities on social media; you may send pictures to the church office who will post on the church's social media account where appropriate.

The rights to any original works that you may produce in the course of volunteering will belong to the PCC, unless otherwise agreed in writing and approved by the PCC . Examples include photography, artwork, graphic design and written work, including the results of research. We may use photographs of volunteers carrying out their roles for promotional purposes, such as in a leaflet or online. You may, of course, request that an image is not used.

The PCC reserves the right to withdraw permission for a volunteer to participate if it is causing concern or undermining the reputation of the church.