

KILLAY COMMUNITY COUNCIL (CYNGOR CYMUNED CILÂ)

VOLUNTEER PROCEDURE

Background

Up to 2025, Killay Community Council (KCC) has organised numerous events each year and has relied solely on Community Councillors to run these events.

Following a review of our Public Liability insurance cover, it is now evident that volunteers on Community Council business are covered by our insurance.

From May 2027 Killay Community Council will be reduced from 15 to 10 Councillors following a Swansea-wide review. The use of volunteers will enable KCC to continue and perhaps expand the provision of events. It also offers an opportunity for former community councillors and community members to get involved in our activities without becoming a community councillor.

For good governance and due diligence, it is advisable to maintain a record of volunteers for each event.

Note that volunteers under 18 must have the consent of their parents/guardians to volunteer. Parents/guardians should sign the consent form.

All volunteers should be made aware of their responsibilities.

Action by the Clerk of Killay Community Council

An email is sent by the Clerk to each volunteer making them aware of their responsibilities.

To (name)

Thank you for volunteering to help Killay Community Council at the

.....(event) on(date).

(For a long term volunteering position such as helping with gardening, the email could cover a 12 month period).

During the event/activity you are expected to act as (and comply with the necessary legislation) of a Community Councillor.

This will include abiding by KCC's Code of Conduct, Safeguarding and Equality & Inclusion policies. Links to these documents are provided for your reference.

In summary you are expected to:

- *show respect and consideration for others*
- *not conduct yourself in a manner which could reasonably be regarded as bringing KCC into disrepute*
- *take care of your own health and safety and that of others who may be harmed by your actions while volunteering*
- *report any concerns regarding safety, conduct of others or safeguarding to a community councillor present during the activity*

You will be covered by insurance for activities which we have approved.

Emergency Contact details.

In the event of an emergency please contact:-

(Name)_____

(Contact telephone number) _____

Any medical details Killay Community Council should be aware of:-

Please acknowledge your receipt of this email by emailing the Clerk.

[sue.bagley.killay@gmail](mailto:sue.bagley.killay@gmail.com)

On receipt of the email the details can be recorded in the minutes of the next meeting.

