Dinnington St John's Town Council

VOLUNTEER POLICY

May 2026

Welcome!

First off, a huge thank you for choosing to volunteer with us at Dinnington St John's Town Council. We're genuinely excited to have you on board! By stepping up to give your time and energy, you're becoming part of a team that really cares about our community — and that's something special.

If you're new to the area, or just getting to know us better, Dinnington is a town with a proud past and a strong community spirit. From it's roots in the coal mining industry to the vibrant and growing town it is today, Dinnington is full of character, resilience, and friendly faces. We've got a mix of beautiful countryside, local heritage, and a determination to shape an even better future — and you're now part of that story.

At the Council, we see our role as more than just meetings and notices — we're here to make a real difference. We organise community events, support local groups, and work hard to keep our shared spaces looking great. But we can't do it alone. That's where amazing people like you come in. Whether you're lending a hand at a local event, helping with a project, or simply bringing your ideas and energy to the table — you're making a real impact.

We've popped a few things in this pack to help get you started:
1. Our Volunteering Policy - a guide to how we work with our volunteers
2. A Volunteer Agreement - just to make sure we're all on the same page
3. A Volunteer Application Form - to get to know you a little better

Have a read through when you have a moment, and don't hesitate to get in touch if you've got any questions or ideas. We're always happy to chat, and we want you to feel supported every step of the way.

So welcome aboard! We're really glad you're here - and we can't wait to see what we'll achieve together.

Warmest wishes,

A Wright

Amy Wright
Town Clerk and Responsible Finance Officer
Dinnington St John's Town Council

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Our Volunteer Vision is:

Dinnington St John's Town Council is one team, working together to create a thriving, inclusive and supportive community. Volunteers are at the heart of this vision, giving their time, skills and passion to make a real difference locally. They are supported by Town Council staff and members who are committed, approachable and skilled in building strong relationships.

The partnership between volunteers and council is built on trust, respect, honesty and transparency. By working collaboratively and valuing each other's contributions, we strengthen our community, enhance local services and ensure that every part of our town feels connected, represented and empowered.

Together, volunteers and the Town Council are helping our town grow, improve and remain a place where everyone can belong and thrive.

Volunteer Policy

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Introduction

Dinnington St John's Town Council recognises the valuable contribution that volunteers can make to its work in the community. Volunteering plays a vital role in the success of many projects and events organised by the Council.

This policy aims to ensure that volunteers are safe, appreciated, and effectively supported when working with the Council. It provides a framework for the management of volunteers and outlines what volunteers can expect from the Council.

This policy applies to all individuals undertaking voluntary work on behalf of Dinnington St John's Town Council. It does not apply to employees, contractors, or councillors.

Volunteering opportunities may be identified by officers but must be approved by the Town Clerk in consultation with the Chair of the Council.

Principles

- All staff will support and work positively with volunteers.
- The Council aims to offer rewarding and developmental volunteer roles.
- Volunteers will not be used to replace paid employees.
- Each volunteer will have a designated coordinator responsible for their support.
- The Council is committed to equal opportunities for all and will uphold its Equality Policy in all volunteer-related matters.

Recruitment and Induction

- Volunteers may be recruited through various methods, including word of mouth, advertisements, and partnerships with other organisations.
- Efforts will be made to overcome barriers to volunteering.
- For some roles, interviews, references, or DBS checks may be required.
- All volunteers will sign a Volunteer Agreement detailing their role and relevant policies.
- Volunteers will receive an appropriate induction to:
    - Understand the work of the Council
    - Familiarise themselves with relevant safety protocols and risk assessments

Support, Involvement and Problem Solving

- Each volunteer will have a named contact person.
- A Volunteer Coordinator will be appointed by the Town Council. The coordinator's role includes providing guidance and support, being the primary point of contact, monitoring volunteer involvement, and conducting check-ins.
- The Volunteer Coordinator is responsible for arranging informal interviews, overseeing onboarding, checking in with volunteers while they are volunteering, reviewing volunteer placement after six months, and reporting to the Town Clerk (if the Town Clerk is not the Volunteer Coordinator). They may make day-to-day decisions regarding volunteer tasks and schedules but strategic decisions remain with the Town Clerk and Council.
- A formal review of each volunteer's engagement will be conducted after six months to provide feedback, assess fit, and identify any support or development needs.
- Volunteers engaged in ongoing work may receive regular supervision.
- Training will be provided where appropriate or legally necessary.
- Volunteers will be encouraged to attend networking events and share feedback.
- Any concerns should be raised with the Volunteer Coordinator or Town Clerk.
- The Council reserves the right to terminate a volunteer's agreement at any time, with or without notice, if it deems it necessary.
- Due to maintaining confidentiality, volunteers will not undertake any activities in the Town Council office.

Health and Safety

- The Council holds responsibility for the health and safety of volunteers.
- Volunteers must follow Council safety procedures and disclose any relevant medical conditions.

- Volunteers must use any required PPE.
- All accidents must be reported to the Volunteer Coordinator.
- Volunteers are covered by the Council's insurance for authorised activities only.
- Volunteers must be over 18 and cannot be accompanied by children under the age of 18

Expenses

- Volunteers may be reimbursed for travel expenses within a five mile radius, as previously agreed with the Town Clerk, upon submission of receipts.

Volunteer Conduct

Volunteers are expected to:

- Perform their role to the best of their ability
- Treat others with fairness and respect
- Follow reasonable instructions and Council policies
- Adhere to health and safety guidelines
- Dress appropriately and wear any required identification or PPE
- Avoid any behaviour that could bring the Council into disrepute
- Return any Council equipment or clothing when their role ends
- Volunteers must maintain confidentiality and comply with the UK General Data Protection Act.

Right to Leave

Volunteers can end their involvement at any time. However, advance notice is appreciated to allow for continuity in planning and delivery.

The Council also retains the right to terminate any volunteer agreement at its discretion, with or without cause or notice.

The Council will complete an exit interview with all volunteers on their departure.

Volunteer Agreement

This agreement is made between Dinnington St John's Town Council and the volunteer named below. It is a mutual understanding and not a contract of employment.

Volunteer Role

Role Title: _____

Location: _____

Start Date: _____

Council Commitment

Dinnington St John's Town Council agrees to:

- Provide a clear role description and necessary training

- Offer support and supervision

- Reimburse approved travel expenses within a 5 mile radius

- Treat volunteers with respect and in accordance with equal opportunities

Volunteer Commitment

As a volunteer, I agree to:

- Perform my role responsibly and to the best of my ability

- Follow Council policies, procedures, and instructions

- Maintain confidentiality

- Respect others and the values of the Council

This agreement may be ended at any time by either party.

Volunteer Name: _____

Signature: _____ Date: _____

On behalf of Dinnington St John's Town Council

Name: _____

Position: _____

Signature: _____ Date: _____

Volunteer Application Form

Thank you for your interest in volunteering with Dinnington St John's Town Council. Please complete the form below and return it to the Town Clerk.

Personal Information

Full Name:	
Address:	
Postcode:	
Phone Number:	
Email Address:	
Are you over 18?	Yes / No *(circle)*

Emergency Contact

Name:	
Relationship:	
Phone Number:	

Volunteering Interests

What type of volunteering are you interested in?

Why would you like to volunteer with us?

Availability

Please indicate the days and times you are generally available to volunteer:

Skills and Experience

Please tell us about any relevant skills, experience or qualifications:

How did you hear about this volunteering opportunity?

Occasionally the Town Council will take photographs of the activities undertaken by the Volunteers for publicity. Are you happy for us to use any photographs of you for this purpose?

PLEASE CIRCLE AS APPROPRIATE: YES / NO

Health and Welfare

Is there any work you may find difficult for health reasons?

PLEASE CIRCLE AS APPROPRIATE: YES / NO

(if yes please provide details in the box below)

Are you taking any medication that a first aider or doctor would need to be aware of?

PLEASE CIRCLE AS APPROPRIATE: YES / NO

(if yes please provide details in the box below)

Is there any information we may need to ensure your safety: (e.g. colour blindness, hearing impairment, known medical conditions or allergies)?

PLEASE CIRCLE AS APPROPRIATE: YES / NO

(if yes please provide details in the box below)

(Continue on separate sheet if required)

References (mandatory)

Reference checks are a standard part of our volunteer selection process when volunteers will come into contact with Children, Young People and Adults at risk. Please provide the name and contact details of two people who are not family members and who are willing to act as referees for your chosen voluntary role.

Reference 1:

Referee Name:	
Relationship:	
Phone/Email:	

Reference 2:

Referee Name:	
Relationship:	
Phone/Email:	

Declaration

I confirm that the information provided is accurate, I know of no reason why I should not participate in volunteering activities and I agree to abide by the volunteering policy and guidelines of Dinnington St John's Town Council.

I consent to my personal details supplied on this form being used by Dinnington St John's Town Council in line with their privacy statement and the UK GDPR.

Signature: _____ Date: _____

Volunteer Process

We welcome a wide range of volunteers and would love to have a group of volunteers on hand for upcoming events, or projects with the council. Below we have set out the process to onboard new volunteers.

1. Meet with the Volunteer Coordinator

We receive a number of requests from residents who would like to be involved as a volunteer for the Town Council. The first step would be to arrange a conversation with our Volunteer Coordinator.

2. Submit Application Form

If you are suitable and we can accommodate your request to be a volunteer, we will share an application pack for you to fill out and return to us for consideration. This can be completed online or posted back to us, if you require any help in printing or filling out an application – we are on hand to help!

3. Acknowledgement from the Town Council

The Council will aim to respond to your application within three working days.

4. Attend Informal Interview

You will then be invited to an informal interview with the Town Council which can consist of the Volunteer Coordinator, Town Council staff and/or members of the council.

5. Reference / DBS Check (only if required)

Following a successful interview, the Town Council will make the necessary arrangements to follow up with the references provided and to apply for a DBS check, if required.

6. Added to the Volunteer Bank / Welcome Pack Issued

Congratulations, if you have reached this point you will be added to the Volunteer Bank for future needs if identified, and provided with a welcome pack!

7. Start Volunteering

Now for the fun part, joining in to volunteer with the Town Council! You will be issued with a badge to highlight that you are volunteering on behalf of the council and this will be required at any events you are volunteering with us! We will regularly check in with you while you are volunteering and meet up with you after 6 months to review how you are finding volunteering for the council.

Changed your mind?

If at any point you wish to be removed from the Volunteer Bank, we would love to meet up and discuss if there is anything we can change to improve our service.

Contact Details

Please return any forms to the details below.

Dinnington St John's Town Council
Council Office
64 Laughton Road,
Dinnington,
Sheffield,
South Yorkshire,
S25 2PS

(The postbox is located next to the entrance to The Lyric).

Telephone: 01909 564169 *(Available Monday-Friday 9-5pm)*

Email: clerk@dinningtonstjohns-tc.gov.uk

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