



Chichester City Council

Volunteering Policy Statement

September 2021

Our Aims

1. To make volunteering as enjoyable and enriching as possible.
2. Recognise that volunteering provides the capacity to build skills and confidence and contribute towards individual's personal development.
3. Respect volunteers and their input, in both listening to and hearing from what they have to say – feedback from volunteers is always welcome.
4. Acknowledging volunteering is of wider benefit to society, as well as to the City Council in providing extra resources to help us deliver our services.
5. Valuing volunteers and the important role volunteering has to play in helping people who are excluded from society to participate and become active members of their communities.
6. Recognise that volunteering is at the heart of strong communities.
7. Develop a core number of volunteers to make volunteering projects sustainable.

As a Volunteer you can expect

- A supportive and positive environment that ensures an enjoyable experience.
- To be treated with respect.
- Induction and opportunity to undertake appropriate training.
- A named contact for support.
- Relevant and up to date information and advice.
- That we will have risk assessed any activity that we ask you to undertake as a volunteer.
- Recognition and thanks.

What do we expect from a volunteer?

- Carry out the agreed project/role to the best of your ability.
- Respect confidentiality whenever you have access to confidential information.
- Give us honest feedback and ideas for improvement.

- Be accountable and accept constructive comment.
- Take part in relevant training.
- Ask for support if you need it.
- Treat staff and your fellow volunteers with the courtesy you would expect to receive.
- Comply with our policies, procedures and standards.
- Undertake your work safely and report any concerns immediately.
- Be reliable, tell us if you are unavailable or running late.

Examples of volunteering opportunities with Chichester City Council are:-

- Helping at an organised litter pick, Mayoral collection.
- Helping at one of our many City Events such as, Remembrance Parade, Gala Day.
- Assisting with the maintenance of the City Council's green spaces

How do I become a Volunteer with Chichester City Council?

1. Complete a volunteer application form.
2. We will contact you to discuss your application and arrange a meeting.
3. When we have agreed the most suitable form of volunteering activity for you, you will then complete a volunteering agreement.
4. We appreciate and value the input of under 16's and encourage families to take part in volunteering, however, under 16's must be accompanied by a responsible adult/guardian/parent.