



ST JOHN & ST LUKE  
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CLAY HILL

**PCC of St John & St Luke, Clay Hill**

The Parochial Church Council of the Ecclesiastical Parish of  
St John the Baptist and St Luke the Evangelist, Clay Hill, Enfield  
Registered Charity number 1151418

**Volunteer Policy**

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**Contents**

1. Introduction ..... 2

2. Key Terms and Definitions ..... 2

3. Our Key Responsibilities to Volunteers ..... 2

4. Our Key Expectations of Volunteers..... 3

5. Copyright, Intellectual Property and Photography ..... 3

6. Data Protection and Confidentiality ..... 3

7. Equal Opportunities and Diversity ..... 3

8. Health and Safety..... 3

9. Insurance ..... 4

10. Payment of Expenses..... 4

11. Recruitment and Selection of Volunteers ..... 4

12. Safeguarding ..... 4

## 1. Introduction

The worshipping community of St John's and St Luke's Clay Hill (Clay Hill Parish) is a church family. Volunteering is at the heart of Christian service and discipleship and as members of the church, we volunteer our times and talents without payment to further our local mission and ministry of the Church to make Christ known. As volunteers we carry out a range of duties within the two churches. Our volunteer roles are varied but all are valued by the Church family.

This policy sets out our key responsibilities to, and expectations of, our volunteers and is intended to help ensure that anyone who volunteers for Clay Hill Parish is appropriately supported and managed in their roles.

Volunteers are subject to all relevant Clay Hill Parish policies and, in particular, policies and guidance relating to Safeguarding, Health and Safety and Data Protection. Key elements of these policies are referred to in this document and the full policies are available on the parish website [www.clayhillparish.org.uk](http://www.clayhillparish.org.uk) or from the Vicar or Parish Administrator.

This policy will be reviewed by the Parochial Church Council (PCC) annually and as events or legislation change requires.

## 2. Key Terms and Definitions

For the purposes of this policy the following terms are taken to have the stated definitions.

**Accident** is an event causing injury, harm or ill health.

**Activity Leader** is the person identified by the PCC as the leader of a particular activity that involves volunteers and will them self be a volunteer.

**Church Property** is the church building, equipment, fixtures and fittings, outside areas or any other buildings for which the PCC is responsible.

**Hazard** is anything with the potential to cause injury, harm or ill health.

**Near-Miss Incident** is an event not causing harm, but having the realistic potential to cause injury or ill health.

**Parish Administrator** is the person who provides administrative support for the Vicar.

**Risk** is the likelihood that exposure to a hazard will lead to a negative consequence.

**Volunteer** is an unpaid person undertaking church work and/or involved in helping with church activities supported by the PCC.

## 3. Our Key Responsibilities to Volunteers

Clay Hill Parish values the important contribution volunteers make to its ministry and mission and, therefore, seeks to:

- Offer opportunities to anyone who wants to volunteer, adhering to the principles of an inclusive church and such that no-one is disadvantaged by conditions or requirements that cannot be shown to be justifiable;
- Offer appropriate training, equipment and support for volunteers in their role(s);
- Provide relevant information about the church's work, policies and procedures;
- Make necessary arrangements to ensure the health, safety and welfare of volunteers;
- Reimburse agreed out-of-pocket expenses;
- Encourage a positive and friendly atmosphere;
- Celebrate success and recognise loyalty and dedication.

## 4. Our Key Expectations of Volunteers

Volunteers are viewed as representatives of Clay Hill Parish and, as such, are asked to:

- Act responsibly and within the law;
- Aim for high standards of efficiency, reliability and quality in fulfilling volunteering role(s)
- Respect, support and adhere to PCC policies and management decisions – including all aspects of Safeguarding, Health and Safety, and Data Protection;
- Consider and protect the Church's good reputation in all actions and conduct;
- Work collaboratively with other volunteers;
- Treat all church property and equipment with care and consideration;
- Speak to the relevant Activity Leader (or a churchwarden or Vicar) promptly about any difficulties encountered with volunteering so that appropriate support may be offered.

## 5. Copyright, Intellectual Property and Photography

- The rights to any original works that a volunteer 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.
- Photographs of volunteers carrying out their roles may be used for promotional purposes, such as in a leaflet, poster or online. Volunteers who do not wish their photograph to be used for such purposes should notify the Vicar or Parish Administrator

## 6. Data Protection and Confidentiality

- In line with the General Data Protection Regulations (GDPR) the PCC takes care to protect volunteer information. Similarly, volunteers are expected to protect any personal or confidential information to which they may have access in the course of their volunteering. Clay Hill Parish Data Protection Policy contains further details and is available to view on the parish website from the Parish Administrator.

## 7. Equal Opportunities and Diversity

- Clay Hill Parish is an open, inclusive community-based Church which believes that God loves everyone no matter who they are. In this spirit, volunteers are expected to affirm every person as a creation of God and to treat them with dignity and respect.

## 8. Health and Safety

- Volunteers are expected to act responsibly at all times and to have due regard for their own safety.
- Volunteers should read the Clay Hill Health and Safety Policy which includes specific information on the following: Electrical Equipment, Manual Handling, Working at Height, Preparation of Food, Slips and Trips and Working Alone.
- Volunteers should read any completed risk assessments which relate to the activity in which they are volunteering and should ask their relevant Activity Leader if there is anything in the risk assessment they do not understand
- Volunteers should report promptly to their relevant Activity Leader or churchwarden any health and safety hazard, defect or damage they notice during their volunteering activity.
- Volunteers should report promptly to their relevant Activity Leader or churchwarden any accident or near-miss incidents which occur during their volunteering activity.

## 9. Insurance

- The PCC has appropriate types of insurance in place to cover its volunteers. These include employers' liability insurance and public liability insurance in the event of a volunteer being harmed due to the negligence of the PCC or a third party being injured as a result of the actions of a volunteer whilst performing church duties.
- The PCC's insurance does not cover volunteers' personal belongings.
- The PCC does not provide motor insurance for volunteers.
- Volunteers who use their own vehicles as part of their volunteering are recommended to check with their insurer that they are appropriately covered to do so.  
Note: Driving in connection with charitable volunteering is normally classified by insurers as "social, domestic and pleasure" which is part of standard cover. There is unlikely to be any additional cost, but some insurers require the policy holder to notify them.

## 10. Payment of Expenses

- No payments are made to volunteers, other than the reimbursement of out-of-pocket expenses which are claimed using the Parish expenses claim form accompanied by receipts and agreed in advance by the PCC Treasurer via the relevant Activity Leader.
- If it is agreed to reimburse a volunteer's expenses for travelling in their own vehicle, the HMRC approved standard mileage rates, which include an allowance for insurance as well as fuel, maintenance, tax etc. will be used.

## 11. Recruitment and Selection of Volunteers

- The PCC welcomes and respects the breadth of experience, skills, dedication and goodwill that volunteers bring. Informal interviews may be carried out to ensure that applicants are suitable for the role in question. Selection will be based on the ability of each applicant to fulfil the role concerned, taking into account any effect the volunteer may have on the safety of all parties, the Church and its reputation.
- Volunteers need to be over 16 years of age to volunteer independently and if under 18 years of age will 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.
- There may be situations that require the PCC to undertake an individual risk assessment of a volunteer which may result in asking someone to stop volunteering – for example when health issues are assessed as an unacceptably high risk to the person concerned or others around them.
- For certain roles a Disclosure and Barring Service (DBS) check will be required.

## 12. Safeguarding

- The PCC of Clay Hill Parish has adopted the House of Bishops Safeguarding Policy Statement together with the supporting safeguarding policies and practice guidance. Clay Hill Parish Safeguarding Policy Statement can be viewed on the parish website <http://www.clayhillparish.org.uk>.
- If a volunteer has any concerns around the welfare of a child or vulnerable adult, please immediately contact Cheryl Graham our Parish Safeguarding Officer.  
Her contact details are:  
Tel: 020 8367 5209  
Email: [cherylgraham55@virginmedia.com](mailto:cherylgraham55@virginmedia.com)  
If Cheryl is not available, please speak to the Vicar.