

Volunteering Policy

Definition

Volunteers can be described as people who put their experience, knowledge and skills at the disposal of Collings Park Trust, free of charge, with the primary aim of helping the Trust to achieve its objectives and with the aim of bringing benefit to the local community. Volunteers may be members of Collings Park Trust, but this is not essential. The kind of tasks that volunteers may get involved in include:

- Gardening
- Community events
- Fund-raising
- Advice or help with a particular matter or activity

Principles

Volunteers will be officially accepted and welcomed by the Trust and the Trust will use its best endeavours to ensure at all times when involved with the Trust's activities that volunteers are given meaningful tasks, are treated with respect and are kept safe and protected from any form of harm.

In return, volunteers shall agree to actively perform their allocated tasks to the best of their abilities and to remain loyal to the values, goals and procedures of the Trust.

The Trust reserves the right to carry out checks regarding the identity of volunteers and their suitability.

Age

Volunteers of all ages are welcome providing the task in hand is within their capability, however where they are aged below 14 they must be accompanied by a parent/guardian or, where volunteers are part of another organisation (e.g. school, scout group), by an official of that organisation (e.g. teacher, scout leader).

Volunteers aged 14 to 17 years old may join arranged volunteering events unaccompanied, provided a signed consent form has been received from their parent/guardian.

Where volunteers aged 14 to 17 years old are attending arranged volunteering events unaccompanied there must be at least 2 adult members of the Trust present for the duration of that event.

Volunteering Procedure

Volunteers shall be allocated to a member of the Trust who will oversee the volunteer(s). That member will be nominated by a Trustee or member of the management committee and their responsibilities will include ensuring that the volunteer receives the following:

- An introduction to the Trust, including its objectives, also making the volunteer(s) aware that the Trust's policies and procedures are available on request
- A clear description of the task in hand and how it should be carried out

- A briefing on the health and safety aspects of the task, including the risk assessment relevant to the task, which may be a specific or generic risk assessment
- Adequate equipment to enable the volunteer(s) to perform their tasks safely and effectively
- Regular support and supervision
- Positive feedback on their contribution

Communication

Lines of communication should operate in both directions, both formally and informally. Volunteers should be consulted regarding decisions that would substantially affect the performance of their duties. Ultimately, volunteers should feel supported and guided in their work for and with Collings Park Trust.

Equality of Opportunity

Collings Park Trust recognises that the activity of volunteering can provide a volunteer with experiences and opportunities for self and career development. The Trust operates under a formal Equality and Diversity Policy and, consequently, volunteer placements will be open to individuals irrespective of race, religion or belief, background, economic status, political views, gender, disability, sexual orientation, age (subject to conditions noted in previous paragraph) or marital status.

Risk Assessment

Activities will be risk assessed each time; assessments will include the work and involvement of volunteers.

Where there is a health issue, especially for a physical activity, the Trust should be alerted and any relevant risk assessment carried out. Hence it is important that the overseeing member asks all volunteers if there are any health issues we should be aware of.

All volunteers working on a site belonging to the Trust should therefore be made aware of safety arrangements and other site-specific information.

Incidents and Accidents

Any significant incident or accident involving volunteers must be reported to a member of the Trust's management committee, or a Trustee, at the earliest opportunity. Where necessary the Trust's Accident Reporting policy will be implemented.

CPT/Sep 2017