

VOLUNTEER POLICY



Last updated **20/10/2020**

Signed by P Wilby

Related Policies:

Complaints and Suggestions Policy

Privacy

Financial Controls

VOLUNTEER POLICY & PROCEDURE

1 Introduction

As a trust, Hayle Park Nature Reserve relies upon the work of volunteers to carry out maintenance work at our sites.

2 Purpose of This Procedure

This procedure will give volunteers a general overview about what they can expect when working with us.

3 Scope

This policy is for all members of the public who are considering volunteering with us.

4 Ensuring Access

All volunteers and Trustees will have access to all procedures used by the trust. Procedures of the trust will be available on <https://www.hayleparknaturereserve.org.uk>

5. Monitoring

Any feedback informal or formal will be reported by the Work Party Leaders to the Trustees for consideration. This policy will be regularly reviewed and updated.

Hayle Park Nature Reserve Volunteer Policy

Recruitment

We will use appropriate means to advertise for volunteers locally. This may include our social media accounts and other third-party websites.

Induction and Training

Each volunteer will be asked to complete a volunteer form. Tasks will then be assigned individually that take into consideration the volunteer's preferences, capabilities and experience.

There will be an induction prepared and delivered by the Volunteer Work Party Leaders. This will include:

- Induction to the Barn including fire assembly points
- Essential procedures including health and safety
- Induction to equipment where appropriate
- Other information as appropriate

Expenses

We value our volunteers and want to ensure that there are no barriers to volunteer involvement. All out-of-pocket expenses, if required, will be reimbursed, including expenses for travel. In order to claim expenses, an expenses form must be completed and given to the treasurer.

Support

The Work Party Leaders and other volunteers will offer support to the volunteers. There will be a briefing session at the beginning and a de-briefing at the end of each session.

A volunteer that is taking medication which may affect the task that they have been assigned should notify the team Leader before starting.

Insurance

The organisation has a valid relevant insurance in place.

Resolving Problems

In the first instance, any concerns should be reported to the Work Party Leader. Hayle Park Nature Reserve has a Complaints and Suggestions Policy, which is available to volunteers upon request.