



Filby Lands & Conservation Trust Volunteer Policy

1 Introduction

- 1.1 Filby Lands & Conservation Trust believes in equal opportunities and diversity. We strive to deliver a varied and diverse range of activities within its premises which promote a community spirit.
- 1.2 Our main objective is to make our activities a social focus of our community for everyone within the village and the surrounding areas.
- 1.3 In line with this Filby Lands & Conservation Trust seeks to involve volunteers to...
 - Ensure our events meet the needs of our community.
 - Ensure the community are actively involved in nature and the environment..
 - Provide opportunities for all ages of the community to develop new skills and perspectives.
 - Increase our contact with more people in the community.

2 Principles

This Volunteering Policy is underpinned by the following principles...

- 2.1 Filby Lands & Conservation Trust will ensure that volunteers are made to feel welcome and included and that their contribution, on whatever level, is facilitated to enable them to contribute to Filby Lands & Conservation Trust Committee's activities.
- 2.2 Filby Lands & Conservation Trust is run completely by volunteers.
- 2.3 Filby Lands & Conservation Trust Committee expects that all its members will work positively with each other and with all other volunteers.
- 2.4 Filby Lands & Conservation Trust will actively seek to attract and involve volunteers in their work.
- 2.5 Filby Lands & Conservation Trust recognises that volunteers require appreciation and satisfaction for their contribution and we will seek to help volunteers meet these needs
- 2.6 Filby Lands & Conservation Trust will provide any training required and will ensure there is a safe a pleasant environment to work in.

3 Practice Guidelines

The following guidelines deal with practical aspects of the involvement of volunteers.

3.1 Recruitment

All prospective volunteers will be informally interviewed to find out what they would like to do, their skills, suitability and how best their potential might be realised.

3.2 Expenses

Expenses, related to the Committee's activities, incurred by volunteers must be pre-authorised by the Committee. All volunteers will have any monies paid on behalf of the Committee reimbursed when a receipt is provided to support the expenditure.

3.3 Induction

All volunteers will receive an induction into Filby Lands & Conservation Trust and the area they will be involved in. They will be supplied with...

A copy of the Committee's Constitution.

A list of Filby Lands & Conservation Trust Committee Members and with an outline of their responsibilities

Copies of the following Committee Policy's...

- Equal Opportunities Policy
- Child Protection Policy
- Vulnerable Adult Protection Policy
- Financial Policy
- Health and Safety Policy
- Recruitment Policy
- Volunteer Policy

3.4 Training

It is expected that many new volunteers will themselves run activities new to the Committee and, as such, will need little training in their own area of expertise.

Other training will be provided as appropriate, including the means by which any grant body's reporting requirements must be satisfied.

3.5 Support

All volunteers are welcome to contact any member of the committee. All volunteers will be given guidance and constructive feedback on their progress. We request that all volunteers discuss what involvement they would like to have and air any problems.

3.6 Volunteer's Voice

Many of the volunteer activities that take place on the Committee's premises are represented on the Committee.

The representation of volunteers will be reviewed at meetings of the Committee and new volunteers may be invited onto the Committee as vacancies occur. Until that time, with the agreement of the new volunteer, the Committee will nominate an existing member to represent their interest.

In any event, volunteers are encouraged to express their views about matters concerning Filby Lands & Conservation Trust Committee and its work.

Any member of the committee can be contacted and where required the issue or suggestion will be raised at the committee meeting.

Where requested confidentiality will be maintained.

3.7 Insurance

All volunteers are covered by Filby Lands & Conservation Trust insurance policies whilst they are on the premises or engaged in any work on Filby Lands & Conservation Trust Committee's behalf.

3.8 Health and Safety

Volunteers are covered by Filby Lands & Conservation Trust Committee's Health and Safety Policy, a copy of which will be made available to the new volunteer, on induction. Copies of this are displayed on the premises and on the village's website.

3.9 Equal Opportunities

Filby Lands & Conservation Trust operates an equal opportunities policy, a copy of which will be made available to the new volunteer, on induction. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

3.10 Working with Children and/or Vulnerable Adults.

Volunteers who propose to work with children and/or vulnerable adults should familiarise themselves with and comply with the relevant Committee Policies. They will have been supplied with these on induction.

It is a legal requirement that the Committee obtains a Disclosure and Barring Service (DBS) check on volunteers who will be working with children or vulnerable adults.

The DBS will search police records to identify people who are unsuitable for certain types of work.

DBS checks are free for volunteers. The DBS replaces the Criminal Records Bureau.

3.11 Problem Solving

The Committee aims to identify and solve problems at the earliest possible stage.

Any complaints either by or about volunteers or Committee members should be raised to a member of the Committee who will decide on the appropriate course of action at the time. That member of the Committee is required to discuss, at least the salient points, of how the issue has been dealt with at the next Committee meeting to ensure consistency and fairness.

3.12 Confidentiality

All volunteers are required to observe confidentiality where appropriate and/or requested to.

4 Evaluation of Recruitment and Training

4.1 The Committee will take the opportunity to gain feedback from new volunteers as to the effectiveness of its Induction and Training methods. It should consider adapting these according to the feedback received.

4.2 As a minimum, this policy should be reviewed at the Committee’s AGM.

Signed for and on behalf of Filby Lands & Conservation Trust ...

Chair

Secretary

Date