



**The
Box Moor
Trust**

Volunteer Policy

The Box Moor Trust Volunteer Policy

Volunteer support of Trust activities forms an essential part of how the Trust operates. This policy describes the Trust's approach and policies for volunteering and outlines the general conditions for those involved or wanting to be involved in this area of the Trust's work.

This Policy should be read along with the Volunteer Handbook which set out to provide information and guidelines for volunteers and staff.

1. Introduction

The Box Moor Trust exists to safeguard the land under its ownership for its beneficiaries and so many of those beneficiaries also opt to assist the Trust in achieving this as volunteers. The Trust relies on the support and commitment of our volunteers, and in return the Trust is committed to maintaining best practice in the areas of Health and safety, management, promotion, development, and celebration of volunteering. The Trust remains committed to providing volunteering opportunities that are safe and rewarding in a friendly and welcoming environment that will continue to involve volunteers across a range of its work and activities.

2. Volunteer Definition:

For the purpose of this policy, volunteers are defined as 'people who, unpaid, contribute their time, energy and skills to benefit the aims and objectives of the Trust'. Activities are carried out without the expectation of financial reward. No enforceable obligation, contractual or otherwise, can be imposed on volunteers to attend, give, or be set a minimum amount of time to carry out the tasks provided. Likewise, the Trust has no obligation to provide regular work, or payment or other benefit for any other activity undertaken. The Trust also, at its discretion, has the right to refuse offers of support from volunteers for whatever reason including for the best interests of the Volunteer and or the Trust.

3. Recruitment

Recruitment of volunteers can be from any sections of the community and in line with The Box Moor Trust's Equal Opportunities Policy. Specific recruitment conditions and requirements may be applied to some volunteer roles where required. Role profiles have been created for each Volunteer Role available and will be available at the time of recruitment. Volunteers will be asked to provide up to two references when applying to volunteer. These references should be able to comment on the volunteer's work ethic and commitment and know them in either a personal or professional capacity. Further guidance on recruitment can be found in the Staff Guide to Volunteer Recruitment. Volunteers must accept the Trust's Volunteer Policy during the recruitment process.

4. Management, Support and Communications

Volunteers will be provided with full information about their chosen volunteer role along with their responsibilities to The Box Moor Trust in fulfilling that role. Volunteers may take on more than one role at any one time and may resign from a role at any time by informing the appropriate member of staff, such as the Range they have been working with. Volunteers will be given the name and contact details of the Ranger supervising their role.

5. Issue Resolution Procedure

The Box Moor Trust recognises that from time-to-time issues and problems may arise, and we aim to identify and address these problems at the earliest stage. Volunteers who have a concern or problem related to the Trust or their Volunteering activities or involvement should in the first

instance discuss it with the Environmental Awareness and Community Senior Ranger or another paid member of staff. The Trust member of staff will then assess the situation and determine an appropriate response and potential actions. As a result of reported issues, The Trust may ask volunteers to stop volunteering or resign from a specific role if they feel that the volunteer is not able to fulfil that role in line with the Trust's policies and procedures.

6. Commitment to Diversity and Equality

As an employer and engager of volunteers, The Box Moor Trust is committed to a policy of equal opportunities. This principal will apply to all aspects of recruitment, promotion, training, and facilitation of volunteer activities. Volunteers will be required to adhere to the Box Moor Trust's Equal Opportunities Policy, a copy of which can be found in the Volunteer Handbook. If a volunteer does not adhere to this policy, the Trust may decide to exclude them from future volunteering activities.

7. Insurance

The Trust does provide insurance for volunteers while carrying out agreed duties on the Trust's behalf. Volunteers are required to follow the Health and Safety policies and guidelines to ensure their welfare and safety. Volunteers who are suitably qualified and insured to drive vehicles on behalf of the Trust have a responsibility to inform the Trust of any endorsements or changing medical circumstance which may affect the conditions of the Trust's Insurance policy. Box Moor Trust provides Volunteers with public liability insurance through the Trust's insurance while undertaking approved Trust activities.

8. Health and Safety

The Box Moor Trust has a Health and Safety policy which must be read, understood, and adhered to by all Volunteers and Staff. The Health and Safety Policy, relevant Risk Assessments and Safe Systems of Work will be made available to volunteers either as a paper copy or electronic copy. The Trust will not tolerate volunteers who do not adhere to this policy and also encourages people to highlight areas of concern where people's safety is concerned. Volunteers have an obligation to notify the Trust of any underlying health issues or changes to their health which may affect their ability to safely carry out their duties. All accidents must be reported immediately to the supervising member of staff or volunteer coordinator who will record the details, forwarding to management and Trustees if necessary, and undertake the appropriate investigation.

9. Confidentiality

Volunteers will be bound by the same requirements for confidentiality as paid staff, in line with the Trust's Data Protection Policy.

10. Expenses and Uniform

Volunteers are expected to cover their own personal costs, however in certain circumstance and on prior approval the Trust will reimburse costs that are directly associated with or incurred by an activity.

A uniform is offered to all volunteers, which must only be worn when working on behalf of the Trust so as not to misrepresent the Trust or bring additional wear and tear to items of clothing. Any uniform provided should be returned to the Trust either upon request or when a volunteer resigns from their role. Uniform items will be replaced upon reasonable request.

11. Safeguarding

The welfare and protection of minors and vulnerable people while working with or enjoying Trust activities is a fundamental principle for the Trust. The Trust encourage Volunteers to support and participate in these types of activities and as such also require volunteers to comply with the appropriate policies. The Trust has a Safeguarding policy which is made available for those volunteers working with children. Some Volunteer Roles may require a DBS check to carry out their role in line with the Safeguarding policy. Volunteers who refuse a DBS check will not be refused the opportunity to volunteer, but this may restrict some of the roles that the volunteer may fulfil.

12. References

Once a Volunteer has completed a minimum of 10 hours volunteering activities, the Trust at its discretion and on the request of a volunteer will provide references. In the interests of personal privacy, the Trust will only provide references to 3rd parties for volunteers who have requested them personally.

13. Monitoring and Evaluation

The Trust follows the principles of continuous improvement and so feedback from our teams and stakeholders is important. Opportunities for volunteers to provide feedback will be provided at least annually and will be anonymous where appropriate.

14. Code of Conduct

While working with The Trust volunteers should always maintain professional and responsible standards of conduct. In particular you should:

- a) Observe all Trust policies, procedures and regulations which are included in the Volunteer Handbook or notified to you from time to time by means of e-mail or otherwise.
- b) Take reasonable care in respect of the health and safety of colleagues and third parties.
- c) Take reasonable care of Trust tools, property, and general assets.
- c) Comply with all reasonable instructions given by manager and Trust staff.
- d) Act at all times in good faith and in the best interests of other volunteers, Trust staff and stakeholders.