



**The
Box Moor
Trust**

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 information, which sets 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 many of those beneficiaries choose to support those aims as volunteers. The Trust relies on the support and commitment of its volunteers and 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 and 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 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 section of the community and in line with The Box Moor Trust's Equal Opportunities Policy. Volunteers will be asked to provide up to two references when applying to volunteer. Referees should be able to comment on the volunteer's work ethic, commitment and physical fitness 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 agree to adhere to the Trust's Volunteer Policy during the recruitment process.

4. Issue Resolution Procedure:

The Box Moor Trust recognises that, from time to time, issues may arise, and we aim to identify and address these problems at the earliest opportunity.

Any volunteers who have a concern or problem related to the Trust or their volunteering activities should in the first instance discuss it with a member of staff, in person, via email or via the Better Impact app, who will assess the situation and determine an appropriate response.

5. 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 principle 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.

6. Health and Safety:

The Box Moor Trust has a responsibility to all its volunteers and staff to ensure their safety and wellbeing when working with us. It is essential that you are aware of your own responsibilities and are actively vigilant to safety risks to yourself, and those around you, at all times.

Generic risk assessments and safe working procedures are available for all aspects of the Trust's activities; specific risk assessments are relayed to volunteers at the beginning of every task – volunteers must sign the risk assessment to show they have been provided with the information and will act in accordance with it.

Volunteers are expected to only carry out tasks that they feel capable of carrying out, in line with their fitness and ability. All volunteers are expected to mention and discuss any issues which may affect their ability to carry out tasks with a member of staff prior to undertaking said task. It is up to you to inform us of relevant health information that could affect your volunteering and keep us up to date with any changes. Volunteers may be asked to undergo an individual volunteer risk assessment if they have any health conditions that could affect their volunteering.

7. Confidentiality:

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

8. Expenses and Uniform:

Once volunteers have volunteered regularly with us over a period of time, at our discretion they will be offered some uniform. The Trust offers volunteers a range of uniform such as safety boots, polo shirts, jumpers and a coat.

Volunteers are not required to wear the uniform when working on behalf of the Trust, however, volunteers who have uniform should only wear their uniform when working on behalf of the Trust. Any uniform provided should be returned to the Trust either upon request or when a volunteer resigns. Uniform items will be replaced upon reasonable request.

9. Safeguarding:

The welfare and protection of minors and vulnerable people while working with us or enjoying Trust activities is a fundamental principle for the Trust. The Trust encourages volunteers to support and participate in these types of activities and as such also requires 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 necessitate a DBS check to be undertaken by the volunteer in order that they may 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.

10. References:

Once a volunteer has completed a minimum 10 hours of 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.

11. 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.

12. 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 email 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 managers and Trust staff.
- d) Act at all times in good faith and in the best interests of other volunteers, Trust staff and stakeholders.