

# **VOLUNTEER POLICY**

## Introduction

Frampton Millennium Green Trust's very being relies on the involvement of volunteers. All the functions of the Trust depend on volunteer activities and only through them can the Trust's objectives be met.

Their actions not only benefit the community but should hopefully also benefit the volunteers themselves by supplying an opportunity to enjoy pride in their good citizenship. It is also hoped that the team work involved will create companionship and a stronger bond with village society.

The Trust's objectives which the volunteers are supporting are:

- To maintain and develop the Village Green and attached Woods for the benefit of village residents and others in the locality plus visitors to the area.
- To provide an attractive and accessible place for people to take air and exercise on foot, to meet and to pursue informal leisure activities.
- To provide an area suitable for community events and celebrations.
- To provide areas where people can enjoy nature and wildlife.

## The Trust's Scope of Volunteering

Trustee Directors including the Chairman, the Secretary and the Treasurer

The Green Working Party including a Team Leader

The Woods Working Party including a Team Leader

Fundraising

The Mower Team

Equipment Maintenance

## Recruitment

Equal opportunities principles will be adhered to in recruiting volunteers.

If a volunteer has a special need or disability that makes their involvement difficult, an effort will be made to involve them. An explanation will be given if this is not possible.

Recruitment of volunteers will be encouraged through word of mouth, appeals in the Village Magazine, by noticeboard posters and by working party signs.

## Roles and Responsibilities

Team leaders will co-ordinate the activities of working parties and support the volunteers.

Volunteers must be able to say 'no' to anything which they consider to be unreasonable or beyond their abilities.

A young volunteer should not be left alone with a single adult (unless their parent). A party of young volunteers should preferably have at least 2 adults present to ensure safe supervision.

Volunteers should be aware of the Trust's risk assessments.

A volunteer working alone (such as a grass mower) should operate the "Buddy" system so that someone is aware of their activity. They should also preferably carry a mobile phone.

Safety training and PPE should be made available where necessary, e.g. chain saw operation and brush cutting.

Volunteers will be expected to:

- Be reliable and honest
- Work safely; advice will be available on safety wear
- Carry out tasks as reasonably requested
- Treat Trust property and equipment with respect
- To contribute positively to the objectives of the Trust and avoid bringing the organisation into disrepute

## Complaints/Disputes

Should any disputes or differences arise, these should be raised immediately with a Trustee Director.

The aim is to settle disputes quickly and amicably. They can if necessary be raised at a Trust meeting.