

## **Evanton Wood Community Company**

### **B4 Volunteer Policy**

#### **Aims and Principles:**

EWCC wants to involve volunteers because they contribute an invaluable source of skill, expertise and effort in managing Evanton Woods. Without them the EWCC could not function effectively. All volunteers can contribute something to the EWCC and their input will be greatly valued.

The EWCC will ensure volunteers have

- Clear information about the EWCC and their role within it
- A safe working environment
- Clarity on how any paid staff/contractors will relate to volunteers
- Rewarding activities
- Support and encouragement from the EWCC
- Equal Opportunities and recognition of diversity

The EWCC will reduce the risk of involving volunteers who are unsuitable to work with vulnerable young people by operating a disclosure approach as required. A board member will be designated as the child protection contact.

The EWCC is committed to induction and training for volunteers and will ensure that volunteers are able to work safely and effectively. The EWCC will provide a main point of contact for volunteers.

The EWCC will commit to reimbursing bona fide volunteer expenses within agreed limits, if previously approved by the Board.

The EWCC will undertake its duty of care to volunteers with reference to Section 3 of the Health and Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations 1999 and its overall Health and Safety Policy.

The EWCC will make it clear how and when volunteers would be covered by insurance and any circumstances when volunteers would be responsible for their own insurance. The procedures to be adopted when volunteers working in the wood are managed by another partner organisation will be made clear to those volunteers. The EWCC will make the volunteer aware of this information

The EWCC will establish a process for dealing with problems and complaints raised by, or about, volunteers that describes with whom, and in what circumstances, any concern should first be raised and the process for reaching agreement.