



Greener Padbury Group  
**Volunteer Policy Template**

## **1. Introduction**

Greener Padbury Group aims to: increase the biodiversity of Padbury and its surroundings whilst engaging and educating residents of all ages.

Volunteers make a vital contribution to our aims.

We recognise the added value that volunteers bring to our organisation and those who use our services.

Within Greener Padbury Group, volunteers are involved in:

- Board of trustees
- Supporting woodland and village verge maintenance for biodiversity
- The running of nature based, awareness raising and fundraising events
- The monitoring of local biodiversity
- The running of nature-based activity sessions
- The development and running of a community allotment
- Other projects as planned periodically by Greener Padbury and Padbury residents.

Greener Padbury Group aims to have a reciprocal and mutually beneficial relationship with our volunteers; with their involvement informing and developing our work, and our work enabling individuals to learn skills and achieve personal development through their volunteering.

The involvement of volunteers will be guided by the following principles of good practice:

- the tasks to be performed by volunteers will be clearly defined, so that all everyone is sure of their respective roles and responsibilities;
- the organisation will comply with the Data Protection Act in the use of data held on all volunteers;
- volunteering opportunities will complement rather than replace the work of paid consultants.
- volunteers will be provided with regular opportunities to share ideas/concerns with a named contact as their Volunteer Supervisor or Project Lead.
- all existing and future policies will be checked as to how they affect volunteers.

## **2. The Purpose of this Policy**

By adopting this policy Greener Padbury Group aims to:

- highlight and acknowledge the value of the contribution made by volunteers;
- reflect the purpose, values, standards and strategies of the organisation in its approach to involving volunteers;
- recognise the respective roles, rights and responsibilities of volunteers;
- confirm this organisation's commitment to involving volunteers in its work;
- establish clear principles for the involvement of volunteers; and



- ensure the ongoing quality of both the volunteering opportunities on offer and the work carried out by our volunteers;

This policy provides an overview of the activities carried out by volunteers currently and provides a basis for the expansion, if required, for the role of volunteers alongside paid staff. This document and the associated policy, procedures and guidance provide a framework for the involvement of volunteers.

### **3. Recruitment and Selection**

Greener Padbury Group will adhere to its equalities and diversity policy when recruiting and selecting volunteers. All potential volunteers will be asked to complete a volunteer's agreement. Written task descriptions will outline time, commitment, necessary skills and actual duties. Where there is specific training required this will be highlighted as part of the recruitment process. Where there is a requirement for a Disclosure Check this will be highlighted as part of the recruitment process.

### **Support and Supervision**

Once placed, we will expect volunteers to comply with existing policies and procedures. All volunteers are covered under Greener Padbury Group's Public Liability Insurance.

Volunteers will be able to claim reasonable expenses for their volunteering in line with the Expenses Policy. Volunteers should agree any planned expenditure in order to ensure that it will be covered by the organisation.

### **Responsibility**

Overall responsibility for the implementations, monitoring and review of the policy and procedures lies with the Board of trustees. Implementation and adherence to this policy is the responsibility of all staff and volunteers within the organisation.

Date Approved 30/10/2023

Date due for review: October 2025

Felicity Mallam, Chair of trustees