



Derbyshire Wildlife Trust

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 Derbyshire Wildlife Trust

Derbyshire Wildlife Trust is registered in
England and Wales, company number 715675
and is registered charity number 222212

VOLUNTEERING POLICY

Adopted 27 March 2007 by Board of Trustees
Reviewed January 2014

Introduction

The Trust's vision of a living landscape rich in wildlife, valued by everyone cannot be achieved without the individual and collective actions of people from all sectors of the community.

We value the commitment and skills of volunteers, and recognise the important contribution they make to wildlife conservation. We also appreciate that volunteering can enrich people's lives in many ways; it provides enjoyment, learning, health and well-being, personal and professional development, and rewarding activity in retirement.

This document states the Trust's policy on volunteering and outlines the principles underpinning policy implementation. It is supplemented by a Volunteer Handbook setting out operational practice guidelines and procedures.

Policy Statement

The Trust is committed to offering opportunities for volunteering, where appropriate, in every aspect of our work. We welcome volunteers from diverse backgrounds and provide a supportive management system which enables volunteers to work effectively and enjoy a positive volunteering experience. We encourage volunteers to contribute ideas for improving activities and engagement.

Implementation

Equal Opportunities

The Trust aims to achieve fair treatment and the absence of discrimination in all our volunteering-related policies, procedures and practice. Our Equality and Diversity Policy states our commitment to fostering an organisational culture which celebrates equality and diversity, which makes all individuals welcome, and in which they are treated with respect and fairness. Volunteers will be made aware of the Policy and their share in responsibility for its implementation.

We believe that no volunteer should be excluded from volunteering because of the personal costs they might incur, and will budget to reimburse reasonable approved expenses. There may be defined limits for claims, which will be made clear to volunteers in advance.

Volunteers need not be members of the Trust.

Volunteering By Children, Young People, And Vulnerable Adults

Organisation and management of volunteering by children, young people and vulnerable adults will be carried out in accordance with our Policy on Safeguarding Children and Vulnerable Adults, our Position Statement on Working with Children and Young People, and associated procedures and codes of practice.

Opportunities For Volunteering

We will provide a wide range of volunteering opportunities, aiming to match volunteer skills and preferences with the roles available. Volunteers will form an integral part of all our activities, complementing, but not substituting the work of paid staff.

Recruitment

We will normally only advertise for volunteers when we have vacancies for specific activities but will endeavour, where staff resources allow, to find a suitable role for prospective volunteers who approach us or who are referred to us by other organisations.

Recruitment, selection and deployment of volunteers will be in accordance with section 4 of the Equality Policy, but will also take account of legislative, regulatory or insurance requirements applicable to specific activities. Application forms and references will not be required for most volunteer roles, but exceptions to this include roles involving work with children or vulnerable adults, or handling money.

Support And Management

We aim to provide a high standard of support and management to all our volunteers, maintaining the number of volunteers for each project or type of activity at a level at which this can be achieved. Support and management practice will differ according to

the nature and the circumstances of the volunteer role. Each volunteer or group of volunteers will be supported by a named staff member.

We believe that expressing recognition of, and appreciation for, the contribution which volunteers make to the Trust's achievements, is important. We will do this directly to volunteers themselves, through our support and management practice, and to external audiences.

We will endeavour to ensure that volunteers and staff work together harmoniously and deal with any problems through informal discussion. If there are problems which an informal approach cannot resolve, formal procedures are available for use.

Training And Development

Any training necessary for undertaking specific volunteer roles safely and effectively will be arranged, where agreed. Other vocational training, learning and personal development of volunteers will be encouraged and enabled as far as resources allow.

Working Comfortably, Safely and Sustainably

Volunteers will only be asked to undertake tasks for which they have the required qualifications and skills. The Trust will endeavour to provide safe working conditions for volunteers. Any necessary tools, equipment and specialist protective clothing will be provided as required.

Volunteers are classed as employees in matters relating to health and safety. They will be made aware of our Health and Safety at Work Policy and be informed of duties and responsibilities specific to their role.

Volunteers will be made aware of our Environment Policy and their share in responsibility for its implementation.