

The Volunteer Policy

Volunteers bring knowledge and experience that benefit and enhances the work of Growing Local. The participation of volunteers assists in enabling social, practical and environmental goals to be met. Growing Local recognises the significant and valuable role that our volunteers bring to the activities of the Growing Local CSA and educational project.

Our Commitment to Volunteers

1. Volunteers are a valuable part of Growing Local, and their skills and talents will be used well and respected.
2. All staff will value and motivate volunteers so that their experience is positive and enjoyable.
3. Volunteers will be given a clear description of their tasks and there will be regular discussions with volunteers to ensure their tasks are appropriate, rewarding and within their capabilities
4. Volunteers will be given appropriate health and safety information, guidance and support whilst on site.
5. Volunteers will be covered by relevant insurance and Growing Local will ensure that they work in as safe and healthy environment as possible.
6. *Volunteers have the right to feel safe on site. Growing Local will have the right to decide who attends the volunteer days and who remains on site.*
7. All volunteers will be given the opportunity to feed back on progress, discuss future development and air their concerns.
8. The value of volunteers will be recognised through regular volunteer events and socials.

Volunteering Process - Getting started and supervision:

All volunteers will receive an induction that will provide an opportunity for the prospective volunteer to understand the aims of Growing Local and the tasks they would be expected to undertake. It will enable Growing Local to ensure that the volunteer's needs, skills and interests are suitably matched to the volunteering role and, if necessary direct prospective volunteers to alternative Growing Local provision.

Volunteers will be given an introduction to the policies and procedures of the organisation.

Volunteers will be asked to fill in a personal data form. This data will be kept in a locked box at the Growing Local site in line with our data protection policy.

Children (under the age of 16) are welcome to attend volunteer days and for safeguarding reasons we ask that they do so under the supervision of their parents or guardians.

A Volunteer coordinator will be present on site on volunteering days to offer guidance and supervision.

If for any reason a volunteer is asked not to attend the volunteer days the volunteer will be fully informed of the reasons.

Volunteers will be encouraged to travel to the site by foot or by bicycle.

What we ask from our volunteers

- Volunteers to take responsibility for their volunteering role and to be self-motivated and to work independently and safely.
- To abide by health and safety guidelines, risk assessments and any relevant policies
- To respect confidentiality of information they may become aware of whilst working for Growing Local
- To treat others on site respectfully and fairly

Tasks to undertake and skills required

The main requirement for volunteering with Growing Local is an active belief and interest in community growing and the production of local, fresh, organic vegetables

Assisting the Growing Local staff will largely involve physical tasks such as digging, weeding, planting sowing, harvesting, watering. A reasonable level of fitness is preferred and a willingness to work outdoors in all weathers. Other less physically demanding tasks may be available and we encourage all people who are keen to be part of a community growing environment to volunteer at Growing Local.

Attendance on site

The volunteer day is organised by Growing Local for specific times and days. Attendance by volunteers will be within these hours unless invited otherwise by a staff member. A sign in/out register will record all volunteers present on site. Volunteering for Growing Local is at the discretion of the volunteer to attend the number of hours of a volunteer day and the number of volunteer days in a year that they wish.

Benefits of volunteering

Growing Local wish their volunteers to have an enjoyable, safe and happy experience in a stunning South Hereford setting. We are looking to encourage, community cohesion, health and happiness through the growing of local food.

Compliments, comments and complaints

Opportunities to feed back and discuss programmes of work will be offered to volunteers on a regular basis and at least four times a year.

If a volunteer is dissatisfied with any aspect of their volunteering, they should talk to the volunteer coordinators Simon Cox or Kathy Heath or a Director of Growing Local at the earliest opportunity. Growing Local aims to resolve any problems experienced by volunteers promptly.

Health and Safety and Insurance

All volunteers are covered by Growing Local Public Liability Insurance, Employers Liability In insurance and Professional Indemnity Insurance whilst they are engaged in agreed volunteering activities for Growing Local. Volunteers may choose to take out their own personal Accident Insurance

We recommend that anyone taking part in gardening and growing for Growing Local has an up to date tetanus vaccination.

Confidentiality

All personal data given verbally or in writing will be treated with confidentiality, respect and according to our Data Protection Policy. A copy is available on request.

Other Growing Local Policies related to Volunteering

Full Risk Assessment
Safeguarding Policy
Data Protection Policy
Health and Safety Policy
Equal Opportunities Policy
List of Directors and Staff