

Roots *and* Shoots

Volunteer Policy

Last Updated: 6 Sept 2023

Walnut Tree Walk, Kennington, SE11 6DN
Charity number: 1064070

Volunteer Policy

Roots and Shoots is an educational and environmental charity that welcomes volunteers from the community, local companies and not for profit organisations to support the maintenance of our large site, gardens and facilities.

“Volunteering” can be defined as the act of a person choosing to give time without an expectation of financial reward for the good of others, society or the environment.

The aim of this policy is to set out good volunteering practice for use throughout Roots and Shoots, and to provide guidelines for Volunteers and staff working with Volunteers. The policy should be reviewed in the light of any trends or new legal changes that affect volunteering and at least once every two years.

Volunteer Focus

The focus of volunteering at Roots and Shoots is the gardening of our site. Tasks may include weeding, mulching and planting and many other similar varied tasks that all contribute to our award-winning biodiverse green spaces. Volunteering tasks help to nurture and support the environment and encourage urban biodiversity.

Regular Individual Volunteers may be asked to support our environmentally-focused biannual open day community events, which supports our aim to educate and inspire local people on the natural world. Corporate Volunteers may be asked to help us prepare the site prior to our events to look its best.

Volunteers do not work directly with our students unless prior arrangements have been made by the Roots and Shoots Senior Management Team for a particular project, with additional Safeguarding steps in place.

Suitability

Roots and Shoots maintains the right to refuse any person and or group requesting volunteering if they feel such persons are unsuitable. Our priority at all times is the education and safety of our Roots and Shoots students.

Insurance

Our site is fully risk assessed for Volunteer activities. Roots and Shoots has Employers and Public Liability Insurance which covers Volunteer activities. All volunteering activities are monitored by a qualified member of staff.

Our Commitment to Volunteers

All Volunteers at Roots and Shoots can expect:

- To be respected for their knowledge and skills.
- To be valued as an individual.
- To have support, feedback, appreciation, and encouragement.
- To have opportunities to contribute to improvements.
- To have opportunities to discuss concerns or problems relating to their duties.
- To be insured.
- That we have an agreed Volunteering Policy.
- Up to date information about where they volunteer.
- To have clear guidelines within which to carry out duties.
- A safe working environment.
- To receive a site tour and a health and safety induction including fire safety, first aid and induction to the facilities and equipment.

Our Expectations of Volunteers

Roots and Shoots expects all Volunteers to:

- Treat staff, students, other Volunteers, clients, and visitors with respect and courtesy.
- Have a flexible approach to their duties.
- Follow procedures and guidelines.
- Show commitment to the organisation.
- Take instruction from the horticultural supervisors regarding garden tasks.
- Report any accidents promptly to staff.
- Be prepared to undertake appropriate training.
- Carry out their tasks to the best of their ability.
- Discuss concerns with the appropriate staff member.
- Consult a member of staff if in need of help and guidance.
- To sign in at arrival and out at departure, and to wear a volunteer lanyard during their whole time on site.

Provided Equipment

We provide all Volunteers with

- Protective clothing as and when necessary, including gardening gloves, boots, etc
- All the tools and equipment necessary for volunteering work, including spades, forks, trowels, etc
- Refreshments like tea, coffee and water during the day.

Individual Volunteers

Regular Individual Volunteers work in a team on a weekly basis throughout the year under the supervision of a member of staff. Our Individual Volunteers come to our site for an allocated day during the week between 10am to 4pm, with an hour for lunch.

- It is essential for potential Individual Volunteers to have a keen interest and/or experience in gardening or outdoor activity.
- All of our Individual Volunteers should be over the age of 18, with the occasional short-term exception for young people as part of their Duke of Edinburgh award.
- Applicants can contact our office by email, by phone, or through our website with a request. If there is availability, staff will then allocate a member of staff to contact you to come for a visit for an informal interview.
- Roots and Shoots will organise an enhanced DBS for successful Volunteer applicants.

Corporate Volunteer Groups

We welcome Corporate Volunteer Groups that come for volunteering on site projects throughout the year. Corporate Volunteer Groups are organised on an individual basis and according to staff availability for site supervision.

- The Team Leader must have an attendance list on the day with details of all attending members of the group for safeguarding and fire safety.

Health and Safety

Roots and Shoots has a statutory responsibility under the Health and Safety at Work Act 1974, not to harm or damage the health of Volunteers through their involvement in the activities of the organisation.

All Volunteers are expected to conduct themselves in a safe manner and not to act in a way that may cause injury to others. It is the Volunteer's responsibility to have an up-to-date tetanus inoculation.

Roots and Shoots has a Health and Safety Policy which can be found on the Roots and Shoots website.

Volunteer's Health and Safety Responsibility

All Volunteers must:

- Take reasonable care for their own health and safety.

- Consider the safety of other persons who may be affected by their acts or omissions.
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for Health and Safety reasons.
- Report any hazardous defects to a responsible person without delay.
- Not undertake any task for which authorisation and/or training has not been given.
- Report any accidents, incidents or near misses.

Safeguarding Policies and Procedures

Roots and Shoots is committed to safeguarding children, young people and adults at risk. Roots and Shoots has a Safeguarding Policy which relates to both staff and Volunteers, which can be found on the Roots and Shoots website.

We ensure that all Individual Regular Volunteers hold an enhanced DBS, this is processed and paid for by Roots and Shoots.

Equality, Diversity and Inclusion

Roots and Shoots is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. The aim is for our organisation to be truly representative of all sections of society, and for each employee and Volunteer to feel respected and able to give their best.

Roots and Shoots has a Equality, Diversity and Inclusion Policy which relates to both staff and volunteers, which can be found on the Roots and Shoots website.

Copyright, Intellectual Property and Photography

The rights to any photographs that Volunteers may produce in the course of their volunteering will belong to the charity unless otherwise agreed.

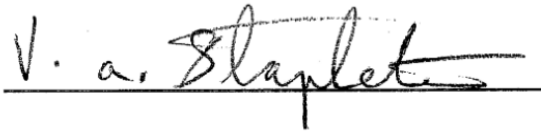
- We may use photographs of Volunteers carrying out their roles for promotional purposes, for example in a leaflet, on our social media channels or the website.
- We ask volunteers to specify whether they consent to this on the initial registration form. If you would prefer us not to use your image please let us know.

Signed by the Director:



Date: 06/09/23

Signed by the Chair of Trustees:



Date: 06/09/23