



Staffordshire
Wildlife Trust

001 Volunteer Policy



Staffordshire Wildlife Trust

Volunteer Policy

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1. Purpose

The purpose of this policy and the associated procedures is to provide clarity to all staff, trustees, volunteers, and members of the public on Staffordshire Wildlife Trust's approach to volunteering. Furthermore, it serves to acknowledge the important role that volunteers play within Staffordshire Wildlife Trust.

Staffordshire Wildlife Trust is committed to the highest standards of charity governance for volunteering and this policy is the foundation of a universal approach across the organisation that puts volunteering at the heart of Staffordshire Wildlife Trust's work. It will ensure volunteers are properly respected as part of the work force and will provide clarity about volunteer responsibilities and roles.

Staffordshire Wildlife Trust endeavours to provide a safe and friendly environment that celebrates all volunteer contributions towards our strategic aims. We will achieve this by ensuring that staff, volunteers and trustees comply with all legal, contractual and professional standards and responsibilities in their work – whether within a group situation or one to one. We will ensure we have an infrastructure to support volunteers and their managers in good practice and clear, consistently applied procedures which support the delivery of this policy and purpose.

2. Scope

This Policy applies to everyone working for or on behalf of Staffordshire Wildlife Trust Ltd including its trading subsidiaries, hereafter referred to as “the Trust”. It applies to all staff, including senior managers, Trustees, paid staff, sessional workers, agency staff, students, volunteers or anyone working on behalf of The Trust.

For the purposes of this policy we apply the term volunteer to anyone who undertakes activity defined by a role description on behalf of the Trust, but are not in paid employment/receiving remuneration for work. It does not apply to corporate volunteer days, one off community volunteer events (such as bio blitzes) or working with partner charities or groups. These may be considered as practical conservation themed events or In Kind contributions to our work but are not covered by the scope of this policy.

This policy will be reviewed annually or in line with key legislation updates or changes and will be promoted through induction, training and ongoing supervision and support.

This policy should be read in conjunction with the following associated documents:

- Safeguarding Children Policy & Procedures
- Safeguarding Adults at Risk Policy & Procedures
- Health and Safety policy
- Data Protection Policy

- IT Security Policy
- Social Media Policy
- Images of People Policy
- Equality, Diversity and Inclusion Policy
- Complaints Policy
- Recruitment and Selection Policy
- Recruitment of ex-offenders policy
- Equal Opportunities policy
- Anti-harassment and bullying policy
- Grievance policy
- Disciplinary policy
- Whistleblowing policy
- Trust Vehicle Usage Procedures

In 2000, the Trust adopted the Volunteers Charter as a guide to how everyone in the organisation should work with volunteers. There have been several revisions, the most recent in 2006. This policy replaces the Volunteers Charter.

3. Policy Statement

The Trust values the contribution made by volunteers and acknowledges their invaluable role in enabling the Trust to achieve its aims and objectives. We believe all volunteers who give their time to the Trust deserve to feel safe and supported, their contribution acknowledged and to be given the opportunity to learn, enjoy and achieve.

At the Trust, we believe that at the cornerstone of our volunteer workforce are well-supported, competent and managed volunteers and volunteer managers and a robust infrastructure to ensure the safety, inclusivity and effectiveness of the volunteering experience provided. In the creation of this policy and procedures we have worked with our volunteer managers and volunteers to create a document that is bespoke to The Trust.

The Trust has a duty during provision of volunteering opportunities to ensure any prejudice, discrimination or extremist views, including derogatory language, displayed by volunteers or staff will always be challenged and where appropriate, dealt with in line with the Trust disciplinary procedures. The Volunteer Agreement (Appendix 1) outlines the Trust's commitment to volunteering and also what we require volunteers to commit to when taking action for the Trust.

In addition, the Trust will:

- Not tolerate any form of abuse or neglect
- Give equal priority to all individuals and groups accessing our volunteering provision, regardless of their age, disability, gender, race, beliefs, sex, or sexual orientation

- Take all reasonable steps to protect volunteers who take part in our activities or engage with us online
- Provide our staff, volunteers and trustees with the knowledge and tools to guide them how to stay safe and follow the good practice and legal guidance required when working or volunteering for the Trust

We will achieve this by:

- Establishing a clear policy and procedural framework, transparent reporting and by promoting a culture of learning and support throughout the movement
- Listening to and hearing the voice of volunteers and managers and respecting their views
- Promoting a culture of inclusivity and use of appropriate language being used in the workplace
- Recruiting our staff and volunteers safely, including references, disclosure and barring checks as appropriate
- Recording and storing information safely and in accordance with the UK General Data Protection Regulation and our Images of People policy
- Recognising the position of trust in which staff and volunteers are regularly placed and use our procedures and work with our local authorities to manage any allegations against staff and volunteers appropriately
- Ensuring that we provide a safe physical environment for staff and volunteers, by adhering to health and safety measures in accordance with the law and regulatory guidance
- Ensuring that any third-party individual or organisation involved in delivering activities on behalf of the Trusts has appropriate experience, qualifications and/or accreditation and insurance. If they are operating with any degree of autonomy, the Trusts staff will assure themselves that volunteer good management procedures are equivalent and arrangements are adequate for the activity.

4. Glossary of terms

Adult at Risk – an individual aged 18 years and over who: has needs for care and support (whether or not the local authority is meeting any of those needs) AND; is experiencing, or at risk of, abuse or neglect, AND; as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Affiliated groups- Volunteer groups, such as the Barn Owl Action Group (BOAG) who are independent groups, but are linked to us formally because we acknowledge the work they do. They are not Staffordshire Wildlife Trust volunteers

All Staff – Refers to everyone in paid employment/receiving remuneration for work with the Trust, this includes sessional workers. They may or may not have contact with volunteers as part of their job description

Community Champion – A key contact connected to the Trust who leads people not connected to the Trust to take regular and meaningful action for nature within their community. They do not have a role description. They are not Staffordshire Wildlife Trust volunteers.

Local Groups -Volunteer groups who adopted our constitution and support the Trust mission and raise funds for the Trust through walks, talks, campaigns and other methods

Placements – Those over 18 who regularly attend volunteer placement at the Trust over period of time, such as once a week for a year, because they are required to do so by a course/education establishment. Typically based in Conservation Delivery department.

Trustees –Volunteers who have independent control over, and legal responsibility for, a charity's management and administration

Volunteer Line Managers – Refers to all staff who either work face to face or online with volunteers or manage/support volunteer work, as defined by their job description

Volunteer Leads – Refers to staff who support the volunteering infrastructure at the Trust

Goal 4 Community of Practice – Group of Trust staff who are involved in volunteer management, recruitment and support, who find solutions to challenges and ensure the strategic aims of the Trust and its policies are upheld and applied consistently across the Trust.

Volunteers – Refers to all those who undertake activity defined by a role description on behalf of the Trust, but are not in paid employment/receiving remuneration for work

WAT Groups – Volunteer groups who manage Tamworth Borough Council land as part of the Wild About Tamworth (WAT) project, who have adopted the Trust constitution and follow Trust Policies and Procedures

Work Experience –Under 18s volunteer at the Trust for an average of 1 week to learn about a job or an area of work, because they are required to do so by school or college courses. Typically based in People Engagement department. They are not Staffordshire Wildlife Trust volunteers. They have a different procedure to young volunteers which can be found at the end of this document.

Work party Leader- This may be a staff member or a volunteer with the training & competency to brief, deploy and monitor/support volunteers to carry out practical tasks

Young People – refers to older or more experienced children who have the maturity and understanding to make important decisions for themselves, but are still legally considered children. In England a child is defined as anyone who has not yet reached their 18th birthday. Child protection guidance points out that even if a child has reached 16 years of age and is: • living independently • in further education • a member of the armed forces • in hospital; or • in custody in the secure estate they are still legally

children and should be given the same protection and entitlements as any other child (Department for Education, 2018a).

Youth Volunteer Lead – This is a member of staff with extensive experience of working with volunteers and young people, who provides advice to Volunteer Line Managers, the Goal 4 Community of Practice, staff and volunteers about good practice when working with young people.

5. Roles and responsibilities

Role	Responsibilities
<p>Volunteers – Refers to all those who undertake activity defined by a role description on behalf of the Trust, but are not in paid employment/receiving remuneration for work</p>	<ul style="list-style-type: none"> • Sign and follow Volunteer Agreement • Follow all relevant Trust Policies, procedures and risk assessments, with due concern for the safety and wellbeing of themselves and others • Report any concerns to the Trust through their line manager or directly to Trust staff • Follow all training and guidance given to the best of their abilities • Be an ambassador for the Trust, promoting our values in all they do
<p>Volunteer Leads – Refers to staff who support the volunteering infrastructure at the Trust, may include Volunteer Officers.</p>	<ul style="list-style-type: none"> • Support Volunteer Line Managers to create role descriptions by providing all templates and clear guidance • Arrange advertising volunteer opportunities • Support with recruitment of all volunteers • Share details of roles being advertised internally so all staff are aware of positions available to volunteers, in case of enquiry • Provide templates and clear guidance on what Volunteer Line Managers should include in “in the role” induction

	<ul style="list-style-type: none"> • Receive volunteer registration forms and record all new volunteers on volunteer database • Remove volunteers from volunteer database when they leave • Track which volunteers have attended inductions and completed training on the database • Update/Maintain all Volunteer records including policy compliance • Share internal job adverts with volunteer database • Keep volunteers up to date with internal news • Keep all volunteer line managers up to date, to ensure policy and procedures are being followed. • Track creation and annual updates of individual and group competencies for all volunteers
<p>Safeguarding Leads</p>	<ul style="list-style-type: none"> • Maintain records of all volunteers DBS check status and safeguarding training compliance (for relevant* volunteers) *Refer to safeguarding policies • Support with any Safeguarding near misses or incidents
<p>Volunteer Line Managers - Refers to all staff or volunteers who either work face to face or online with volunteers or manage/support volunteer work, as defined by their job or role description</p>	<ul style="list-style-type: none"> • Recruit and onboard volunteers using safer recruitment methods, as detailed in procedures of this policy • Support volunteers to complete all necessary paperwork including registration forms • Provide initial “in the role” inductions and training, including provision and explanation of volunteer agreement and all paperwork required for role as detailed in procedures of this policy • Provide safety talks and work based instruction, including provision or explanation of risk assessments, policies and procedures relevant to area of work

	<p>as detailed in procedures of this policy</p> <ul style="list-style-type: none"> • Manage volunteers and ensure they continue to follow SWT policy, procedures and volunteer agreement. • Record volunteer training on competencies and track expiry dates of essential training (ie First aid and PuWER) and ensure required training is maintained • Provide volunteers with support, signposting if necessary, to enable them to enjoy and carry out their role • Know who to speak to if you have any concerns regarding your volunteer, their wellbeing, conduct or work • Advise Volunteer leads when a volunteer leaves the Trust • Track, acknowledge and celebrate long service achievements on behalf of Trust
<p>Goal 4 Community of Practice– Group of Trust staff who find solutions to challenges and ensure the strategic aims of the Trust and its policies are upheld and applied consistently across the Trust with regard to volunteering</p>	<ul style="list-style-type: none"> • Work with volunteer leads & line managers to ensure volunteer management, recruitment and support are in line with best practice and Trust policy, adapting and updating practice as necessary • Support the creation and ongoing use of a universal, robust infrastructure system that ensures good volunteer management within the Trust • Champion inclusivity and diversity within volunteering
<p>SLT and Trustees</p>	<ul style="list-style-type: none"> • Include volunteering as a fixed item on agendas, to ensure good practice is being consistently and universally adhered to

All staff	<ul style="list-style-type: none"> To ensure all volunteers feel welcome and supported throughout their time with Staffordshire Wildlife Trust
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6. Context

Volunteering is when someone spends unpaid time doing something to benefit others. Every volunteer has their own reasons for volunteering. These may include:

- getting experience to get into work or change career
- supporting a cause that's meaningful to them
- meeting other people
- contributing to the local community
- changing something for the better
- using their skills or experience to help others
- doing something completely different or new
- learning new skills
- continuing their professional development.

Why we involve volunteers:

- To increase our contact with the people of Staffordshire
- To benefit from the skills and perspectives volunteers bring with them.
- To offer our volunteers new skills and experiences.
- To enable additional work to be carried out that would otherwise not be possible

It's important to keep a difference between paid staff and volunteers. It should always be clear that:

- volunteering is the volunteer's choice
- volunteer roles are not the same as employee roles
- volunteers are not a replacement for paid staff.

To ensure we are not treating volunteers like employees, we will:

- talk about what we expect from volunteers rather than saying they 'must' or 'have to' do anything
- not sanction volunteers for not meeting expectations
- avoid perks that could look like payment (for example, training not needed for the role)
- not ask volunteers to book or apply for holiday or time off
- pay out-of-pocket expenses, instead of a fixed amount.

7. Health and Safety

Volunteers aren't employees, however, the Trust still has a duty of care to ensure they are safe in the workplace and a volunteer could sue if injured as a result of organisation's negligence, in the same way 'members of the public' and others involved with organisations activity could.

The basic requirements are:

- Safe premises & equipment
- People know how to use equipment and do not interfere with or misuse anything provided
- First aid provision
- Risk assessments in place on tasks, sites and equipment which include control measures to reduce either the likelihood of the risk or the potential effects.
- People know their rights and their responsibilities - eg to take care and not put themselves or others at risk.
- Health and Safety policy and procedures are read by or explained to all volunteers
- Safeguarding. Providing volunteers with the right information to ensure the protection of adults at risk of abuse and neglect, children and young people.
- Special regulations include COSHH, manual handling, Display Screen Equipment (DSE) etc...

This is part of the induction, but also needs to be an ongoing part of volunteer management, leadership and support.

What this means for Volunteer Line Managers is they must:

- Ensure volunteers are briefed in safe practise and supervised/mentored until they have a level of competency that ensures safe working practices
- Keep accurate records of individual and group competencies
- Role model good practice to promote a supportive approach
- Ensure necessary equipment and PPE is in place
- Request additional training for volunteers (if required for tasks)
- Address any examples of good practice
- Address any times where volunteers are not compliant with our health and safety practice.
- Ensure any updates to policies, procures, risk assessments or practice carried out with Trust staff are also communicated to volunteers and application ensured.

8. Recruitment and on boarding

While volunteers are not paid staff, they should still be recruited intentionally and with due caution. The majority of people who volunteer have honest intentions, but it is the duty of the Trust to protect our staff, volunteers and service users by following good practice when recruiting volunteers.

Role descriptions are considered best practice, they help volunteers to understand their role, what is expected of them and how they contribute to the bigger picture of the Trust.

Recruitment and selection of volunteers must still follow safer recruitment practices, including written role descriptions, face to face interviews, references and DBS checks (where appropriate for role required)

All volunteers must receive role appropriate inductions from their line manager/work party leader, in addition to invitation to the “New Starters” Induction where appropriate.

For full details see our volunteer recruitment and on boarding procedures.

9. Recognising the contribution of volunteers

The contribution made by our volunteers is invaluable to the work of the Trust. We value our volunteers highly, but it is important to remember when recognising the contribution of our volunteers we must avoid perks that could look like payment.

There is a difference between reimbursement of actual out-of-pocket expenses and payments, rewards and other ‘considerations’ given in return for work.

Any **payments to volunteers** over and above actual genuine expenses:

- Could be seen as taxable income by the Inland Revenue;
- Could create a contractual relationship – i.e. if you do this for us you will get ‘x’ in return...;
- Could mean a volunteer is actually a low-paid employee and therefore entitled to the National Minimum Wage or other employment rights i.e. paid holiday, protection from unfair dismissal;
- Could affect a volunteer’s entitlement to state benefits.

This can also apply to non-monetary considerations such as goods, services, discounts, vouchers etc.

Regular, expected discounts or vouchers could also be subject to tax or affect benefits, as could accommodation in certain circumstances

It is for these reasons that none of the above are permitted.

Social events and small/unexpected gifts to volunteers are very unlikely to create problems and are permitted under this policy. However, all volunteer line managers should get approval from their line managers in writing, such as on 121 documents or via email, to ensure transparency and good record keeping.

Training which is relevant to the role is very unlikely to pose a problem, but if you tie a volunteer into a requirement (i.e. if we train you, you must work for a given length of time/carry out this work for us) this could be seen as creating a contractual relationship. Therefore, any training given must be provided without any expectation or obligation of the volunteer/s

10. Expenses

Reimbursement of actual expenses incurred by volunteers during the course of meeting their role description are permitted because they:

- Are not taxable
- Do not create contractual relationship
- Will not affect state benefits

Provided that expenditure is:

- genuinely incurred;
- necessary for the work;
- adequately documented;
- allowed by Inland Revenue

Items permitted by the Inland Revenue include:

- Actual cost of travel (fares or mileage within rates) as a direct consequence of volunteering;
- Actual cost of specialist clothing required for the work;
- Actual cost of materials/services required to do the work;
- Actual cost of meals taken during time of volunteering;

Travel expenses/mileage can be claimed at the same rate as staff. This is currently 40p/mile at time of policy issue, but rates for volunteers will increase directly in line with any future staff rate increases.

Any other expenses incurred must be agreed by Volunteer Line Managers in advance of payment and claim.

Volunteer Line Managers are encouraged to find ways to avoid volunteers purchasing items with their own money for which they later have to reclaim expenditure. Staff are able to book accommodation, training and make purchases for activities and events through our internal systems and these methods should be used by volunteers where possible and necessary.

11. Training, Support and Development Opportunities

i) Volunteer Training

Many individuals undertake volunteering in order to increase their skills, knowledge and abilities, particularly in terms of career progression. Additionally, many of the volunteer roles at the Trust require specific knowledge and skills in order to be safe, effective or legally compliant. For these reasons, it is the Trust's policy to provide training and development opportunities for volunteers.

In line with Trust organisational strategy, volunteers will be provided with training in the 70:20:10 format:



What this means is that volunteers will be provided with opportunities to learn new skills in the course of carrying out their role, which will amount to approx. 70% of their training. Additionally, there will be opportunities for volunteers to be mentored and trained by their peers and through feedback and supportive relationships with their line managers and work party leaders (approx. 20% of training). Some formal opportunities for training (such as attending training courses) may be available to volunteers who need it in order to carry out their role, such as the use of power tools (PuWER), providing up to 10% of their training experience.

As noted in point 8, training provided to volunteer/s should be relevant to the role and provided without any expectation or obligation.

Training Records and Requesting Training

The Trust will keep a record of all formal training undertaken by all Trust volunteers. Formal/required training will be tracked and notification will be provided when any is due for renewal. Options for where training refreshers can be undertaken will also be provided.

A copy of any certificates provided for formal training must be sent to volunteers@staffs-wildlife.org.uk

Whilst the Trust will endeavour to support volunteers to progress their personal skills and abilities, it may not be possible to provide all training that volunteers wish to undertake, particularly if there is a cost associated with it. In many cases, training requested maybe met by shadowing SWT staff, which the Trust will try to facilitate where possible.

However, on some occasions training opportunities do arise and so all volunteer line mangers should record any training that their volunteers express an interest in.

Mandatory Training

Some volunteer roles in the Trust require mandatory training be undertaken in order to ensure the volunteer is able to carry out the role and that the Trust is compliant with our other policies and legal obligations.

For example, some roles, such as those where the volunteer role description dictates the volunteer will come into contact with children, young people or adults at risk, will require the volunteer to undertake a DBS check and to complete Safeguarding training, as detailed in our Safeguarding Policies. Other roles, such as those where volunteers record sensitive data or handle financial transactions, may require a DBS check, but not safeguarding training because their role does not require a high level of contact with vulnerable people.

As the Trust offers a wide range of volunteer roles, all of which will have different requirements in terms of mandatory training and checks, all volunteer roles must have their mandatory training status confirmed by a Volunteer Lead before they are recruited for.

This ensures consistency and transparency regarding requirements before a volunteer applies for or accepts a new role at the Trust. Any new mandatory training introduced after a role is in place will be reviewed by the Goal 4 Community of Practice and the requirement for different volunteer roles to undertake the training will be recorded and role descriptions changed before volunteers are notified. It remains the volunteer line managers' role to support volunteers to undertake any mandatory training, ensure it is completed, certification recorded on competency forms and renewal dates monitored.

Safeguarding

Whilst Safeguarding training is not required for all volunteer roles, Safeguarding is everyone's responsibility and therefore all volunteers, regardless of their role are required to read and sign a copy of the Safeguarding Code of Conduct as part of their induction.

The signed copy should be sent to the volunteers@staffs-wildlife.org.uk within 1 month of the volunteer start date. The Trust will monitor compliance.

ii) Staff Training and Support for Volunteer Line Managers and Work Party Leaders

Staff Performance Monitoring

Supporting and line managing volunteers is viewed by the Trust as important as line managing and supporting staff. Therefore, all staff who line manage volunteers or who run work parties with volunteers will consider volunteer management in their PDAs and PLDPS, in the same way they would any other key aspect of their job. Their abilities and attitude as a volunteer line manager or work party leader will also be reviewed as part of the annual Professional Standards and appraisal process.

Staff Training in Volunteer/Line Management

Good practice in Volunteer Management training is available internally to volunteer managers and those who work with volunteers, including volunteer work party leaders and local group volunteer leaders. This will be offered to staff annually. Appendix 2 also provides some good practice reminders.

Inclusivity Training for Staff

All staff who manage volunteers are required to maintain their knowledge and understanding of the importance of equality, diversity and inclusion. There is an excellent provision on wildnet on the [RSWT EDI page](#) under [EDI video training library](#) and [EDI Bitesize Video Library](#)

As a minimum, all Volunteer Line Managers and Work Party leaders should watch back the following recordings from the Bitesize Video Library:

- What is Equality, Diversity & Inclusion?
- What are Protected Characteristics?
- Volunteer Recruitment
- Inclusive Onboarding

In addition, from the Video Training Library:

- Implicit (Unconscious) Bias

Upon completion, all volunteer line managers should update their competency form to record attendance. Work party leaders who are themselves volunteers should notify their line manager to confirm when above has been completed, who will then add to volunteer competency forms.

Staff who work *with* volunteers

While those who work with volunteers, but do not manage them, are not required by this policy to watch the above videos, this policy does recommend that they do. The bitesize videos are around 1-2 minutes long each and have subtitles and transcripts to make them more accessible to all.

Another notably useful resource is the Appropriate Terminology Guide, found [here](#) on wildnet

Supervision and Support

Volunteer roles at the Trust are varied and so will the level of support and supervision that will be required. However, all volunteers will have a main point of contact at the Trust who will oversee their role and provide supervision and support, as necessary. This post will be identified on the role description form, on the volunteer database and each volunteer will be made aware of how to contact their point of contact. In the event that a member of staff leaves, the volunteer leads will ensure volunteers are made aware who their new point of contact will be.

Wellbeing

We value the wellbeing of our staff and volunteers and support is available to line manager and volunteers for more than just their role at the Trust. We have a

number of Mental Health first aiders, Volunteer Leads, our Goal 4 Community of Practice and a very supportive HR team who are available to provide additional support and guidance on any matters which may concern line managers or volunteers.

Additional contact details are:

Main volunteer enquiry email address: volunteers@staffs-wildlife.org.uk

Goal 4 Community of Practice Lead: Jo Olivant j.olivant@staffs-wildlife.org.uk

Designated Safeguarding Lead: Shelley Pattison s.pattison@staffs-wildlife.org.uk

HR Team: hr@staffs-wildlife.org.uk

12. Photography and Filming

Please refer to the Images of People policy before taking any images of volunteers.

13. Vehicles

Please refer to the Trust vehicle procedures document.

Also note, with regards to young people, It is Trust policy that:

- Over 18s are to avoid providing transport for any volunteers under 18, unless they are a family member.
- If traveling with Trust staff independently, under 18s are permitted to be in a vehicle on their own with Trust staff only if:
 - there are two or more members of staff
 - there is one other young person in addition to a single member of Trust staff
 - the young person/s are travelling in the rear seats.
- When travelling in vehicles, ensure all parties are wearing seatbelts.
- Young people should only travel in Trust branded cars, never staff or volunteers private vehicles, unless they are a family member.

14. Young People and Volunteering

Young volunteers are welcomed by Staffordshire Wildlife Trust and their contributions are greatly valued. Young people may volunteer in many different roles at the Trust and need to be managed following all the same procedures and practices as outlined in this policy. However, as they are under 18 years old, young volunteers must also be managed with some additional considerations to ensure we are compliant with good practice, the law and our own policies.

The Trust encourages students and young people to become involved in our work through work experience placements and youth volunteering.

This can take two forms:

- 1) Volunteers from the age of 14-17 can enrol in our work experience placements. The Trust can take a maximum of 2 work experience placements at any one time, to a maximum of 12 placements per year. *The procedures for safe management of work experience placements are detailed in the Safeguarding Children Policy and in the procedures which are part of this policy.*
- 2) Volunteers between 16-18 years of age can apply for volunteer roles across the organisation, including volunteering at our charity shops, carrying out surveying, attending our practical work parties held at reserves across the county and many other roles which we offer. *These are the young people to whom this policy and procedures relate*

Volunteers under 16 years of age

Anyone under 16 years who wishes to volunteer needs to attend with a parent or guardian, unless they are volunteering as part of a work experience placements (as detailed above). It remains the guardian's responsibility to look after the child and ensure they follow all safety and wellbeing instructions provided by the volunteer manager/work party leader

Managing Young Volunteers

All staff who line manage a young volunteer must:

- hold an enhanced DBS check
- refer to the safeguarding children policy and follow all procedures
- refer to Young people and Trust Risk Assessments and follow all guidance
- Follow the procedures outlined in this document

Due to the potentially vulnerable nature of young people and the additional measures that are required, some volunteer managers are nervous about welcoming them into role at the Trust. For this reason, all staff are advised to follow this policy and procedures in this document, but additional support and advice can be requested from the Youth Volunteer Lead. This is a member of staff with extensive experience of working with volunteers and young people, who provides advice to Volunteer Line Managers, staff and volunteers about good practice when working with young people. At the Trust, the Youth Volunteer Lead is:

Shaun Rimmer s.rimmer@staffs-wildlife.org.uk

Arrival and Going Home

It is Trust policy that volunteer line managers contact parents/guardians in advance of a young person volunteering with the Trust. It is important that young people and their guardians understand that they may be working with other young people or adults who are volunteers, may carry out work with tools or equipment, may need to use manual handling techniques, may come into contact with the public and so on. It is a good opportunity to discuss pick up, drop off, conduct and expectations too, because this is

one of the key areas to consider when working with young volunteers. More details in the procedures below.

It is Trust policy that:

- Anyone arriving early would be treated as a member of the general public. This means that they should not be permitted access to the staff only areas, including workshops and offices. This also means no access to public areas (such as the café) outside of opening hours.
- When a young person arrives independently, the session lead/volunteer line manager confirms how the young person is going home i.e. driving or being collected.
- If a young person's lift has not arrived by agreed pick up time (as requested in the Code of Conduct form) two members of Trust staff will wait until the young person is picked up.
- After 20 minutes the young person or a member of Trust staff will contact the parent/guardian, utilising the relevant parent consent form and using a Trust phone, where possible to confirm the pickup time.

If, after a further 40 minutes, this has not occurred said staff report the incident to safeguarding leads as soon as possible and refer to the safeguarding procedures.

15. Recruitment of Ex-offenders as Volunteers

Please refer to Recruitment of Ex-Offenders policy. Please also refer to Appendix 4: Individual Risk Assessment and Volunteer Management Procedures: What to do if.

Procedures

1. Volunteer recruitment and on boarding procedures

Recruitment

Please use these guides to ensure you are following best practice in recruitment when recruiting new volunteers.

Safer recruitment processes must be adhered to for roles that require a DBS check. These are highlighted as IMPORTANT steps in **green**.

Items in **purple** are for note when working with **Young volunteers** - please see additional guidance in section Young Volunteer Procedures

Seasonal Volunteer Recruitment Procedure

The Trust usually recruits volunteers in the Spring and the Autumn – Volunteer Leads will let staff know when a recruitment drive is due and issue instructions.

- 1) Volunteer Leads email all staff to prepare for recruitment by producing volunteer role descriptions. Forms available in Appendix 5 or on the volunteer wildnet page
<https://wildlifetrusts.mangoapps.com/intranet/pages/64413?lang=ENG>
- 2) Save volunteer role description here *I:\Volunteers\EA&M Volunteer Role Descriptions*
- 3) Volunteer Leads identify if the role requires a DBS check. If yes, ensure you follow the steps highlighted in green

IMPORTANT: Include the need for a DBS check in the role description. Line Managers should have completed Safer Recruitment training before starting the recruitment process and should have the same level of DBS check required for this role or above.

- 4) Volunteer Leads will check all role descriptions
- 5) Volunteer Leads arrange advertising roles with comms and third party website where appropriate
- 6) For each role share the role description and application form - available on the volunteer wildnet page
<https://wildlifetrusts.mangoapps.com/user/document/3961074>
- 7) Volunteer Leads gather applications and share with appropriate line managers

From this point the onboarding process will be followed (see below)

Individual Volunteer Recruitment Procedure

We are still able to recruit volunteers at other times of year when required, for example for a specific project or when an existing volunteer leaves.

- 1) Line Manager prepare for recruitment by producing volunteer role description. Forms available as appendix 5 or on the volunteer wildnet page
<https://wildlifetrusts.mangoapps.com/intranet/pages/64413?lang=ENG>
- 2) Save volunteer role description here *I:\Volunteers\EA&M Volunteer Role Descriptions*
- 3) Volunteer line managers identify if the role requires a DBS check. If yes, ensure you follow the steps highlighted in green

IMPORTANT: Include the need for a DBS check in the role description. Line Managers should have completed Safer Recruitment training before starting the recruitment process and should have the same level of DBS check required for this role or above.

- 4) Line Manager email volunteers@ to inform of need to recruit, attach role description
- 5) A Volunteer Lead will check the role description
- 6) Once approved Line Manager to arrange advertising roles with comms and third party website where appropriate
- 7) For each role advertised share the role description and application form – Appendix 6 or available on the volunteer wildnet page <https://wildlifetrusts.mangoapps.com/user/document/3961074>
- 8) Volunteer Leads gather applications and share with appropriate line manager
- 9) From this point the onboarding process will be followed (see below)

Volunteer Onboarding

- 1) Line managers sift through applications and decide who they are going to invite for a discussion about the role and sign post those not invited for discussion to other potential volunteer opportunities where appropriate

If the volunteers are U18 they should be joined by parents/carers as detailed in Procedure for Young Volunteer Recruitment and Onboarding (below)

- 2) Line Managers have discussions with potential volunteers to ensure they are suitable for the role

IMPORTANT: where DBS checks are required you must discuss safeguarding face to face with the candidates, suggested questions available on the safeguarding page of Wildnet <https://wildlifetrusts.mangoapps.com/user/document/3938149> . In line with the Safeguarding framework, you should also ask candidates if they have any unspent criminal offences in accordance with the Rehabilitation of Offenders act (Exceptions) order 1975 or (Northern Ireland) 1979.

- 3) Line managers select successful volunteers

IMPORTANT: where DBS checks are required, candidates are only confirmed pending a successful DBS check and 2 references. Line managers request DBS checks using the request form on the safeguarding page of wildnet <https://docs.google.com/forms/d/e/1FAIpQLSezChTnI9TXKU8BQptvmuSiCE9ZdCHBL2YAAmxXWxekiAvP4A/viewform>

IMPORTANT: Line Managers request references from previous employees as detailed in the candidate's application form. Thoroughly check previous employees on application forms, identify any gaps in work or overseas work. If worked overseas, ensure you get a reference from that employee and from any employment where they have worked with young people or adults at risk. Letters asking for references are available here: I:\Volunteers\Volunteering 2023-24\Draft Volunteer Policy November 2023

IMPORTANT: Before volunteers commence elements of the role that require the DBS check (i.e. working with children or sensitive data), DBS check must be

complete and suitable references returned. Safeguarding training must have been completed within 3 months of commencing role.

Where volunteers do not need a DBS check, references are not necessary.

- 4) Line Manager ensures the volunteer completes a **registration form** available on the volunteer wildnet page
<https://wildlifetrusts.mangoapps.com/user/document/3961071>

IMPORTANT: On database ensure check box that asks if volunteers is Under 18/have consent form for them is ticked as appropriate

- 5) Line Managers inform unsuccessful candidates, but can sign post to other opportunities internally or externally where appropriate
- 6) Line Managers contact volunteers@staffs-wildlife.org.uk to:
 - inform which candidates were successful and which were unsuccessful
 - attach registration forms (to be uploaded to database)
 - **Attach consent form if volunteer under 18**
 - **IMPORTANT:** Remember to send letters asking for references and request safeguarding training for DBS related roles
 - Email HR and ask for volunteer to be allocated a place on the following staff and volunteer induction day
- 7) Line Managers securely dispose of any hard or virtual copies of all documents related to the recruitment process as soon as possible. With the exception of work party leaders and volunteer line managers who work in practical work parties without access to server who are permitted to securely store hard copies of volunteer registration forms to take out on site as long as they only contain data required for work party purposes (see Volunteer management procedures below).
- 8) Volunteer Leads will update data to volunteer database and store application forms and references in a secure location. Data should not be stored in vehicles overnight.

Induction Procedure

Line manager to ensure new volunteer has been allocated a place on the following staff and volunteer induction day if deemed appropriate for the role

Line manager to ensure new volunteer has completed safeguarding training if deemed mandatory for the role

Volunteer line managers should use the induction checklist – Appendix 11

Once completed, the induction form should be signed by volunteer and line manager and returned to volunteers@staffs-wildlife.org.uk for review

Policies, Procedures and Risk Assessments

As part of their induction all volunteers should be made aware of where to find:

- Health and Safety policy
- Privacy Policy
- Equality, Diversity and Inclusion Policy
- Complaints Policy
- Equal Opportunities policy
- Anti-harassment and bullying policy
- Grievance policy
- Disciplinary policy
- Whistleblowing policy

They should also be made familiar with this policy and procedures, ensuring they sign the volunteer agreement (Appendix 1) and return to volunteers@staffs-wildlife.org.uk or HR office within 1 month of commencing role.

Whilst Safeguarding training is not required for all volunteer roles, Safeguarding is everyone's responsibility and therefore all volunteers, regardless of their role are required to read and sign a copy of the Safeguarding Code of Conduct as part of their induction. Available on wildnet:

<https://wildlifetrusts.mangoapps.com/user/document/3895359>

The signed copy should be sent to volunteers@staffs-wildlife.org.uk or given to HR within 1 month of the volunteer start date

Dependant on their roles, there are some policies, procedures and risk assessments that volunteers will need to be familiar with, especially for those carrying out practical conservation tasks or working with roles with children and young people/adults at risk. For most roles, it is the volunteer line manager's role to decide if the volunteer needs to read the policies, procedures and risk assessments or if a thorough safety talk and induction, followed by supervision and monitoring, will be sufficient to ensure the volunteer complies. This will also be influenced by the volunteers own abilities and capacity.

There are some roles where volunteers are required to understand policy, procedures and risk assessments in detail and should read the documents themselves, even if supported by line manager. These may include:

- Safeguarding Children Policy & Procedures
- Safeguarding Adults at Risk Policy & Procedures
- Data Protection Policy
- IT Security Policy
- Social Media Policy
- Images of People Policy

Volunteer line manager to detail on induction form which policies, procedures and risk assessments have been explained or read before returning induction form to volunteers@staffs-wildlife.org.uk .

Competencies

All individual volunteers or groups of volunteers (such as “Midweekers” or Highgate” or “Tameside”) require a competency form. This ensures the abilities of all long term volunteers to carry out key tasks are recorded.

Volunteer line managers should work through a blank competency form (found here I:\Health & Safety\Competencies or in Appendix 14) for each new volunteer or update the existing group form where applicable. This should be done upon induction and updated after any training or new competency achieved or as part of annual checks.

Line Managers are responsible for keeping competencies up to date.

Volunteer groups with Group competency forms	Individual Volunteer roles with individual competency forms
WAT groups (one for each group)	PE admin volunteers

Volunteer competencies should be assessed annually, unless otherwise agreed with Goal 4 CoP, using the monitoring check sheet here:

https://docs.google.com/forms/d/e/1FAIpQLSfzYvFTDVOwaoTSEjafpbh0KDWppAyb_pexFqiD4zXKXUEXeNQ/viewform?vc=0&c=0&w=1

Guidance on how to carry out a H&S competency annual assessment can be found here: <https://drive.google.com/file/d/18NOZ-GwrJBoIUHEBTSvB97TP08orjE0O/view?usp=sharing>

The competency form should be updated and saved here: I:\Health & Safety\Competencies\Volunteers

Record date of annual checks on tab 1 here:

https://docs.google.com/spreadsheets/d/1pnQU3K_hsdGIgFwfEi9UtLgKTS2cYW2afnsxq52l9pk/edit#gid=648085679

2.Volunteer Management Procedures

It is not a requirement for every volunteer manager to carry out one to one meetings or complete a large amount of paperwork for each volunteer once they are in the role. In fact, once a volunteer is in place, the core role of a line manager is to provide work based instruction, supervision and support, signposting if necessary, to enable volunteers to enjoy and carry out their role.

It is important is that volunteer line managers know how to implement this policy and with the intent with which the policy was written. To this end, all volunteer managers should read Appendix 2: Good Practice in Volunteer Management. The Trust wants volunteers to benefit from their roles and make a valuable contribution to the organisation and this relies on effective and supportive volunteer line managers.

Signing in and out

For safety reasons it is important to know who is working in any of our buildings or on any of our work parties. We also need to track how many volunteers are working with us as part of our strategic reporting, so it is important that:

- Volunteers sign in and out
- Volunteer line managers record who attends when and reports that information.

Methods for signing in and out depend on where the volunteer is, but it is the volunteer line manager's responsibility to ensure volunteers know how to sign in and out of a building (using the ipad at Wolseley for example) and how to notify a leader they have arrived and are leaving task days.

Young volunteers have additional guidance regarding arrival and going home – refer to Policy item 14.

Emergency contact details

All volunteers must complete a Volunteer Registration Form as part of their induction. Whilst all volunteer line managers are required to securely dispose of all documents related to the recruitment process once they have been sent to volunteers@staffs-wildlife.org.uk, work party leaders and volunteer line managers who work in practical work parties without access to server are permitted to securely store hard copies of volunteer registration forms to take out on site. These documents should be stored securely in compliance with our Data Protection policy when in a building with lockable cabinets/drawers and when on site, should remain with the work party leader/line manager in a bag used only by them and looked after with due care. This does not permit keeping data in a vehicle overnight.

If a volunteer advises of a change of circumstances (they have moved house for example) then line managers must ensure they complete a new registration form and send it to volunteers@staffs-wildlife.org.uk

Keeping in touch and up to date

For some managers this can be done during a tea break or during the morning briefing or tool talk. For others it may involve emailing or providing written updates. The important thing is that volunteers are kept up to date with:

- Any changes to policy, procedures or risk assessments that affect them
- Any team or Trust news

What to do if

Sometimes, despite our best efforts things don't work out, so it is important that volunteer line managers know who to speak to if they have any concerns regarding a volunteer, their conduct or work.

Some ideas can be found in Appendix 2 and support can be found from other volunteer line managers or the contacts listed in section

11. Training, Support and Development Opportunities under Supervision and Support

Policies to refer to include:

Incident and accident reporting – in the Health and safety Policy

Complaints procedure and appeals – Whistle Blowing Policy

A further useful resource is Appendix 4: Individual Risk Assessment which can help with difficult conversations in particular around behaviour and safeguarding concerns.

When volunteers leave

Some volunteers drift away and do not notify you, some tell you they are leaving and some need to be told they need to leave.

It is important that we keep accurate records, so if you find out that a volunteer has left, please email volunteers@staffs-wildlife.org.uk

If a volunteer has not attended for a while, line managers should try to contact them and check they are OK. If they have chosen to leave, it is good practice to ask why in case it was something that could be rectified and enable them to return to volunteering or could be actioned to prevent other volunteers leaving.

In accordance with our Data Protection Policy we will keep volunteer contact details until a volunteer is considered no longer active, at which point we will securely dispose of contact information. Other volunteer data, such as attendance of work parties, training information and incident records, will be kept indefinitely.

If you have concerns about a volunteer's behaviour or work, please contact Volunteer Leads for advice and support and, if necessary, how to ask the volunteer to leave. Guidance can also be found here: <https://www.ncvo.org.uk/help-and-guidance/involving-volunteers/supporting-and-managing-volunteers/dismissing-a-volunteer>

When volunteers change roles

Sometimes, moving to a new role might mean a volunteer needs extra training or checks, depending on the job. Make sure to talk to your line manager or a volunteer lead about any specific things they need to do or learn for the new role. You will also need to email [volunteering@](mailto:volunteering@staffs-wildlife.org.uk) to advise of the change of roles, to ensure that all our records are up to date.

3.Young Volunteer Procedures

Reminder: *for the purposes of these procedures Young Volunteer refers to anyone between 16-18 years old.*

Reminder: All staff who line manage a young volunteer must:

- hold an enhanced DBS check
- refer to the safeguarding children policy and follow all procedures
- refer to Young people and Staffordshire Wildlife Trust Risk Assessment and follow all guidance
- Follow the procedures outlined below

Procedure for Young Volunteer Recruitment and Onboarding (in addition to recruitment and onboarding procedures for all volunteers)

1, Young person expresses interest in volunteer role and is sent an enquiry form (Appendix 8).

2, Young person sends enquiry form back to volunteer line manager.

3, Volunteer line manager arranges a meeting with the young person and their parent/carer. This is to establish the nature and motivation of the young person, and to ensure that the student and their responsible adult are aware of the nature of the work experience and risks involved and should include a discussion about arrival and leaving. Forms to be signed are:

- Code of conduct (Appendix 9)
- Under 18 consent form (Appendix 10)

Where possible, the point of contact/ work party leader (if different to the volunteer line manager) is also introduced to the young person at this point.

4, If all other **Volunteer recruitment and on boarding procedures have been followed**, the young person can now begin their role as a volunteer.

5, *Lead Staff/volunteers* on the days a young person will be volunteering will hold a DBS check and have completed safeguarding training, and should supervise the young person. They should be aware of the potentially unskilled nature of the young person, and complete a thorough health and safety brief at the start of the day for all volunteers.

Young people will be able to travel in Trust vehicles (see Policy point 13 - Vehicles)

If a student between the ages of 14-16 wishes to volunteer for the Trust (such as by joining a Trust work party on an irregular basis) the above steps must be followed, and an adult must accompany them on the work parties/volunteering opportunity at all times.

5. Procedure for Work Experience Placements (WEP) (14-17 years old)

Reminder: There are nominated Work Placement Supervisors (WPS) who will deal with all requests, arranging tasks and supporting the young people. Shaun Rimmer currently performs this role.

Prospective placement student fills in enquiry form and sends back to Work Placement Supervisor (WPS)

Work Placement Supervisor arranges a meeting with the placement student and their parent/carer. This is to establish the nature and motivation of the student, and to ensure that the student and their responsible adult are aware of the nature of the work experience and risks involved. Forms to be signed are:

- Code of conduct
- Under 18 consent form
- Work placement agreement

On the first day of their placement, the WEP is supervised by the WPS. The WPS inducts the WEP using the Trust volunteer induction checklist, and also instructs them on safe use of tools in preparation for practical tasks during the week.

During the week, where possible (i.e. where appropriate staff are available) the WEP will join in practical work parties with the conservation delivery team. A DBS checked member of staff should be identified as the WEP's contact and they should supervise the WEP at all times. They should also be aware of the potentially unskilled nature of the WEP, and complete a thorough health and safety brief at the start of the day for all volunteers. WEP will be able to travel in Trust vehicles (see below).

WEP may also be asked to shadow education/Wildchild activities, during which they will be supervised by the Learning Team/Wildchild staff and will not be left alone with the children or young people.

WEP are expected to arrange their own travel to and from the work placement, which will run from 9am-4pm. The Trust are not responsible for the WEP outside of these hours.

Appendices

Appendix 1: The Volunteer Agreement Staffordshire Wildlife Trust Volunteer Agreement

Staffordshire Wildlife Trust places volunteer involvement at the heart of its activity, relying on voluntary support for much of what is achieved by the organisation.

The Trust values the contribution of all volunteers, aiming to provide a friendly and welcoming environment to all those who support and assist with its work

Staffordshire Wildlife Trust is committed to:

- Giving you a great experience.
- Ensuring that all volunteers are properly integrated into the SWT structure and that staff, at all levels, work positively with volunteers, actively seeking to involve them in the work of SWT
- Providing you with an induction and training required to undertake the role.
- Ensure you know what to do to stay safe, in accordance with our Health and Safety Policy.
- Providing support throughout your volunteer experience to enable you to enjoy your role and maintain good mental health and wellbeing
- Providing a named person who will be your point of contact whilst volunteering.
- Follow up on any feedback or questions you may have regarding your involvement as a volunteer.
- Doing our best to help you develop your volunteering role with us.
- Being flexible in relation to your volunteering hours, recognising your need for holiday time and other commitments.
- Honouring the time commitment you have agreed to give us and not to expect more from you unless offered and agreed.
- The option to claim mileage (role and travel arrangement dependent) at standard mileage rates for vehicles 40p per mile.
- Providing adequate insurance to cover for volunteers whilst undertaking volunteering approved and authorised by us.
- Ensuring that all volunteers are treated fairly and in accordance with our Equality and Diversity Policy.
- Trying to resolve fairly any issues or difficulties you may have.
- Work in accordance to our Safeguarding policy. Demonstrating exemplary behaviour in order to keep children and adults at risk safe.
- Not tolerate any form of abuse or neglect.
- Give equal priority to all individuals and groups accessing our volunteering provision, regardless of their age, disability, gender, race, beliefs, sex, or sexual orientation
- Take all reasonable steps to protect volunteers who take part in our activities or engage with us online
- Provide our staff, volunteers and trustees with the knowledge and tools to guide them how to stay safe and follow the good practice and legal guidance required when working or volunteering for the Trust
- Only ask for and keep records of necessary information about you for our use, which would be destroyed if the volunteer role ever comes to a finish.

I, [] agree to volunteer with Staffordshire Wildlife Trust and am committed to the following:

- Performing my volunteering role to the best of my ability.
- Working as agreed in my volunteer role description.
- Following the organisation's policies and procedures.
- Taking reasonable care for the health and safety of myself and others who may be affected by my acts or omissions during my volunteer work
- Not interfere with deliberately or misuse anything provided, in accordance with health and safety legislation
- Familiarise myself and ask if I'm not sure about what to do stay safe whilst volunteering.
- Maintaining the confidential information of the organisation.
- Meeting time and other commitments as agreed, but when unable to do so to give reasonable notice so that other arrangements can be made.
- Providing references and to agree to checks, (if required for the role).
- Return any loaned equipment/clothing/ID badge when ending my volunteering.

For volunteers whose role involves volunteer line management or group leadership (strike through if not applicable to your role)

As a volunteer manager or group leader I agree to:

- Recruit and onboard volunteers using safer recruitment methods, as detailed in procedures of this policy and adhering to the data protection policy
- Support volunteers to complete all necessary paperwork including registration forms
- Provide initial "in the role" inductions and training, including provision and explanation of volunteer agreement and all paperwork required for role as detailed in procedures of this policy
- Provide safety talks and work based instruction, including provision or explanation of risk assessments, policies and procedures relevant to area of work as detailed in procedures of this policy
- Manage volunteers and ensure they continue to follow SWT policy, procedures and volunteer agreement.
- Record volunteer training on competencies and track expiry dates of essential training (ie First aid and PuWER) and ensure required training is maintained
- Provide volunteers with support, signposting if necessary, to enable them to enjoy and carry out their role
- Know who to speak to if you have any concerns regarding your volunteer, their wellbeing, conduct or work
- Advise Volunteer leads when a volunteer leaves the Trust
- Track, acknowledge and celebrate long service achievements on behalf of Trust

This agreement is not intended to be a legally binding contract between us and may be stopped at any time by either party.

Signed:

Volunteer Name:

Volunteer Line Manager Name:

Date:

Appendix 2: Good Practice in Volunteer management

Why do people volunteer...and why don't they?

Before working with volunteers you should always consider the answer to these questions. It will make you a better line manager if you take the time to consider what people hope to gain from volunteering and also any barriers that may prevent them from starting or carrying on.

Some Motivations:

- Personal interest/experience
- Gain new skills
- Use skills/expertise
- Health
- A 'way in'
- Keeping active
- Social
- Being asked...

Barriers to volunteering

- Will I fit in?
- I don't have time
- I can't afford to
- I don't know anything about wildlife
- I've never been asked
- What if I can't do the work?
- I can't get there...

Planning for Volunteer Involvement

Taking the time to plan will make it a better experience for all involved and more likely to be beneficial to the Trust.

Why plan?

- Vols feel loved and wanted
- Anticipate problems
- Manage risk
- Identify/gather resources
- Use resources efficiently
- Avoid wasting effort
- Focus on critical factors
- Identify changes needed

Planning for volunteers

- What are the needs of the organisation?

- Including volunteers in work plans
- Budgeting for the costs of involving volunteers
- Fundraising to meet costs
- Staff/volunteer relations
- Recruitment
- Volunteering development...

Recruiting

Before you ask the Trust volunteer officers to recruit for volunteer roles, it is important you consider :

- What do you want volunteers to do?
- Why is it important?
- What is involved?
- What skills/abilities are needed?
- When/how often?
- Where?
- What are the benefits?

It is also important you consider the value of diversity and the wealth of skills, knowledge and perspective that having a workforce of people from a variety of backgrounds and experiences can bring.

Diversity

Before you recruit, ask yourself: are you ready to:

- include everyone
- ...value every person
- ...respect ourselves and others
- ...celebrate 'difference'

Designing a recruitment message

While you may not be the person who is actively recruiting volunteers, because at the Trust that responsibility sits with the volunteer officers, you are still the best placed person to design the recruitment message because you know what you need from a volunteer and what they can gain from offering their time to you. Just remember to consider:

- Who is your audience?
 - Be specific! i.e. young people, people with a special skill, people from a particular local area...
- Method – what & where?
 - Written/verbal/visual? Where will people come across it? In the media? Can other organisations promote it for you? Do you need to target certain areas/places/groups?
- What will you say about the role?
 - Keep it simple! Refer to your role description
- Why get involved? What are the benefits? What's in it for them?
- What should people do if they're interested? Who do they contact?

- Are you ready to respond? Do your colleagues know these roles are being advertised?

Managing volunteers

Workable policies and training on dealing with complaints, concerns, challenging behaviour, working alone / in risky situations.

Keeping records, ensuring appropriate training.

Appropriate support and supervision.

Ensure they feel valued.

Appendix 3: Individual Risk Assessment

Individual Risk Assessment – For staff and volunteers who may have a history of offending or risky behaviour.

Part 1 – Individual Details

Surname		Project			
Forename		Line Manager			
Risk Assessment Date		Location			
Volunteering Role		Completed by			
Level of Disclosure Required	Enhanced & Barred	Enhanced	Standard	N/A	

Part 2 – Disclosures that may relate to conflict of interest/additional vulnerabilities/instances of offending/risky behaviours

Nature of Issue						
Issue	Date this occurred	Consequences	Age at time of issue	Length of time since issue	Is this issue relevant to this position	Other

What is the seriousness of this disclosure/behaviour
What are the circumstances surrounding the behaviour at the time (Discuss relationships, family, health, housing, employment and location)
What is the individuals attitude to the behaviour (Consider remorse, regret, responsibility)
What efforts have been made to address the disclosed behaviour (Consider programmes of support/accountability that have been completed and changes in social/emotional situation)

Part 3 – Health and Wellbeing

Does the individual have any physical, emotional or wellbeing issues which may affect their ability to volunteer

Part 4 – Considerations

Questions to consider have completed Sections 1 -3	Potential Responses – please select			Comments
Have the individuals circumstances changed since the disclosed behaviour	Yes	No		
Does the nature of the role present any opportunities to repeat this behaviour	Yes	No		
Does the post involve regular unsupervised contact with vulnerable people	Yes	No		
Does the role involve direct contact with members of the public	Yes	No		
Does this role involve direct responsibility for finance or items of value	Yes	No		
Does the role involve caring for or supervising people	Yes	No		
Is the individual barred from regulated activity	Yes	No		Does not require DBS check for role so unknown
What level of supervision does the role holder receive	Moderate			
Are SWT satisfied with the individuals explanation of the	Yes	No	Unsure	

circumstances of the behaviour				
How serious do SWT consider the behaviour to be	Major	Moderate	Minor	
Did the offence occur recently? Within last	1 yr	3yrs	10yrs +	
Does the disclosure show a pattern of behaviour, or was it a one off	One-off	Repeat - frequent	Repeat - Infrequent	
Have the circumstances that contributed to the behaviour changed for the better	Yes	No	Maybe	
Did the individual disclose the behaviour/offence as part of the application or interview process?	Yes	No – no valid reason	No – with valid reason	
Are there any concerns in regard to the individuals motivations for working with vulnerable people	Yes		No	
What level of supervision will the role receive	High	Moderate	Low	

Part 5 – Mitigations of Risk and safeguards

Possible Risk	Risks to individual, role, other staff, public or service users	Control measures/management of risk	Risk Rating Low/Medium/High Green/Amber/Red	Review date

Trigger		Precautionary measures
1		
2		
3		
4		
5		
6		

What further action is required
Who is responsible for taking this action and by when

Appendix 4: Volunteer Role outline

Role Title:	
Department:	
Responsible to:	

Purpose of the role
Type of work you will be involved with
Who you will be working with
Skills and abilities you will be using in your role
Benefits to you!
<p>Support of local people – both providing and receiving</p> <p>Opportunity to learn new skills and receive training</p> <p>Learning more about wildlife and conservation</p> <p>Useful material for portfolio/CV</p>
You will be based at:

Times/days we'd like you to be available (this can be flexible)			
Expenses			
Out-of-pocket travel costs between home and volunteering place will be reimbursed, to an upper limit of 30 miles round trip and other reasonable out-of-pocket expenses agreed in advance			
Training/Resources: [Delete if not applicable]			
Tool talks given before the start of each task. Hard hats (PPE) and all Tools provided			
As part of your induction you will receive training to help equip you for your role			
Throughout your involvement as a volunteer you will have the opportunity to develop your skills and to find out more about Staffordshire Wildlife Trust			
Other things to note [Delete if not applicable]			
This volunteer role requires a clear DBS check and 2 references			
You will also need to have knowledge and understanding of GDPR law (for images of people) and SWT's safeguarding policy. Training will be provided in relation to this.			
A volunteer 'next of kin' form will be required and a Parent Consent form will need completing prior to attending if under 18 years old			
You can start on		Review date	[One month in]
The role will finish on	[Enter date or Rolling role – no finish date]		

Appendix 5: Volunteer Application Form

Project/Service:	Volunteer Role:
Location:	

Name:
Address:
Email Address:
Phone Number: <i>(Mobile)</i> <i>(Home)</i>

Emergency Contact Details <i>(in case of accident or emergency)</i> Name:
Telephone Number: <i>(Mobile)</i> <i>(Home)</i>
Relationship: <i>(e.g. partner/mother/spouse)</i>

Please confirm with an SWT staff member to see if your role requires references. Please provide details of two people, not related to you, who may be approached for references as to your suitability for the post. If applicable one should be your most recent employer.	
Name:	Name:
Address:	Address:
Email:	Email:
Phone:	Phone:
Relationship to you:	Relationship to you:

Relevant Skills and Experience:

Do you hold a First Aid certificate? (Delete as applicable) Yes / No
If yes what date does it expire?

Availability and length of commitment

Are you a member of the Staffordshire Wildlife Trust? (Delete as applicable) Yes / No

I understand and agree to these details and my activity as a volunteer to be held on a volunteer data base, for administration purposes only.

Signed.....

Date.....

Please note: If your application is not progressed your information will be destroyed as confidential waste.

Appendix 6: Volunteer Registration Form

Volunteer Registration Form

Area of Interest <i>(E.G Conservation work party, retail, office, Education)</i>	Location: Days Available:
Name:	
Address:	
Email Address:	
Phone Number:	<i>Mobile:</i>
DOB (Optional):	Age (Optional):
For insurance / Safeguarding purposes are you 18+ Yes <input type="checkbox"/> Please note that, for insurance purposes we cannot accept any volunteers under the age of 16. Any volunteers aged 16 or 17 must have written parental/Guardian permission to volunteer with us.	

Emergency Contact Details <i>(in case of accident or emergency)</i> Name: Telephone Number: <i>Mobile:</i> Relationship: <i>(e.g. partner/mother/spouse)</i>
Do you have any physical or mental health conditions or take any medication that we might need to be aware of, please specify?
Do you have a Valid UK Driving Licence? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you have your own transport? Yes <input type="checkbox"/> No <input type="checkbox"/>

Are you a member of the Staffordshire Wildlife Trust? Yes <input type="checkbox"/> No <input type="checkbox"/>

<p>Your details will be held on the Staffordshire Wildlife Trust database and will be used for the purpose of supporting you as a volunteer.</p> <p>If you have provided us with an email address you have the option to opt in to receive our Staffordshire Wildlife Trust E-newsletter (an external E-newsletter), Volunteer E news, invitations to any volunteer events and future volunteer satisfaction surveys. We promise never to sell or swap your details.</p> <p>If you wish to receive this type of communication from us please OPT IN by ticking this box. <input type="checkbox"/></p> <p>You can opt out at any time in future by emailing us at volunteers@staffs-wildlife.org.uk</p>

PLEASE ALSO COMPLETE PAGE TWO OF THE FORM

Photography/videography Consent -To be completed by individual(s) over the age of 18. We may use your image (photograph or film) for advertising or awareness campaigns on TV, websites, social media or printed products.

I hereby grant Staffordshire Wildlife Trust, the Royal Society of Wildlife Trusts (RSWT) and any affiliated UK Wildlife Trusts via the internal image library 'WildNet' the right to use the photograph(s) and/or video of me, and any reproductions or adaptations of the photograph(s) / video for all general purposes in relation to the work of The Wildlife Trusts including, without limitation, the right to use them in any publicity materials (including online), books, newspapers and magazine articles whenever any of the aforementioned bodies or their affiliated project partners chooses to do so. These photograph(s) / video will not be used for any third-party commercial purposes without prior consent.

Name (Please print).....
Signature.....

Some volunteer roles require a photograph ID badge to be worn. If this is required for your role we will need to take your photograph in order to create the badge. Consent for this image to be taken can be signed for separately here.

Name (Please print).....
Signature.....

No longer want your image to be used? At any time you can change your mind about whether to consent to images if yourself being used by us, please email volunteers@staffs-wildlife.org.uk.

References-please note that on occasion we may need to ask for a reference for some of our volunteer roles. Please discuss this with your new line manager on application.

I understand and agree to these details and my activity as a volunteer to be held on a volunteer data base, for administration purposes only.

Signed.....
Date.....

If you would like to find out more about how we look after your personal data please see our Privacy Policy at:

<https://www.staffs-wildlife.org.uk/sites/default/files/2018-12/Privacy%20policy.pdf>

If you have any further questions about this form, please get in touch with our volunteering team on: volunteers@staffs-wildlife.org.uk

Appendix 7: Young Volunteer/Work Experience Placement enquiry form

Thank you for your interest in a volunteering/ Work Experience Placement at Staffordshire Wildlife Trust.

In order for us to deal with your request efficiently please fill out the following form and return it no later than one month before the start date of your volunteering/ Work Experience Placement. We may not be able to accept your request otherwise. The form is to be filled out by the individual seeking volunteering/ Work Experience Placement experience only. Please attach the completed form to an email and return to **s.rimmer@staffs-wildlife.org.uk**

About you

Name

Email address

Telephone number

Are you over the age of 18?

Date of birth

About your Volunteering/ Work Experience

Please state whether you are seeking volunteering/ work experience through an institution such as a school or college, or making your enquiry independently.

Is your volunteering/ work experience a compulsory part of a course or programme?

Contact details of the tutor overseeing volunteering/ work experience within your institution

Please indicate the duration of your desired volunteering/ work experience

From Until

Please disclose any criminal conviction you have that is not spent under the Rehabilitation of Offenders Act 1974. This is unlikely to affect your capacity to volunteer

Date of Conviction	Description

The information you give here will help us to ensure that the activities you take part in will not put you at risk. Do you have any difficulties with (Please fill box if **YES**):

- Lifting and carrying
- Walking long distances
- Working pollen rich environments
- Controlled use of hand tools
- Walking over uneven ground
- Hearing
- Following verbal instructions

If you have answered 'Yes' to any of the above, please give details:

Is your Tetanus vaccination up to date (delete as appropriate)? **YES / NO**

Are there any other impairments and/or do you carry any medication we should know about in the event of an emergency (ie epilepsy, diabetes, asthma, depression, autism etc)?

Please briefly explain why you would like to volunteer at Staffordshire Wildlife Trust.

Please briefly describe yourself. You can talk about your strengths, interests and academic pursuits.

Thank you for filling in this form.

We will be in touch in regards your volunteering/work experience within two weeks of receiving your application. If you have not heard from us within this time please contact Shaun Rimmer s.rimmer@staffs-wildlife.org.uk

Appendix 8: Young Volunteer/Work Experience Placement Code of conduct

Code of Conduct for Placement / U18 Volunteers

1. As the individual attending the work experience placement I agree to arriving on time and reporting any absence to Shaun Rimmer 01889 880100
s.rimmer@staffs-wildlife.org.uk
2. Our staff are dedicated to providing a relaxed and enjoyable session to all participants. If a child or young person's behaviour puts themselves or others at risk, they will be asked to stop the behaviour; however, if the behaviour continues, the leader will contact the parent/carer to intervene. We expect children/young people to follow rules and boundaries set out in the agreement below, and act accordingly. We will not tolerate bullying of any kind. All participants will be given careful, thorough advice and guidance by our qualified leaders. This enables everyone to safely enjoy all of the fantastic opportunities we have available.
3. I understand that I am responsible for arranging my transport to and from Staffordshire Wildlife Trust. If I am early SWT staff can take responsibility for you no early than 9am without prior arrangements.
4. I understand that SWT will not take any responsibility for the placement/U18 volunteer after 4pm.
5. I understand that I am required to inform SWT staff how I am going home after each sessions so SWT staff know whether parents are picking me up or if I am driving/walking home or getting public transport.
6. I am aware that the majority of my placement/volunteering experience will take place outside and I will therefore need to dress appropriately.
7. I am also aware that my placement/volunteering experience will involve physical exertion and the likelihood of getting muddy and wet.
8. I confirm that I have provided Staffordshire Wildlife Trust with all information that could affect my ability to complete my work experience placement/volunteering experience.

9. I understand that the disclosure of such information is confidential and that Staffordshire Wildlife Trust will do everything reasonably practicable to accommodate me.

I confirm that I have read and understood this document and therefore agree to the terms of my placement/volunteering experience.

Name of placement holder/volunteer

Date.....

Name of parent/carer/tutor (if placement holder/volunteer is under the age of 18)

.....

Date.....

Staffordshire Wildlife Trust staff

.....

Date.....

Appendix 9: Under 18 consent form

Participant Registration and Consent Form

Consent for young people participating in activities organised and delivered by Staffordshire Wildlife Trust. This form needs to be completed by the parents/carers of children and young people under 18 unless they are living independently. If living independently or over 18 the young person can sign the form themselves, however, this does not guarantee them a place on the activity or event, workers judgements and additional information will be taken into account when deciding on places.

<p>Description of activities</p>	<p>Activity: Volunteering/Work Experience Placement with SWT</p> <p>Location -</p> <p>Induction: Staffordshire Wildlife Trust The Wolseley Centre ST17 0WT</p> <p>Practical Tasks:</p> <p>Education Activities</p> <p>Date /Time: June 2024</p> <p><u>Monday:</u> Site Tour and Tools talk - Shaun Rimmer, Work Placement Supervisor (WPS) - 9.30am-4pm, Supporting People Engagement Team</p> <p><u>Tuesday:</u> Wolseley Centre Practical Conservation-, Wolseley Warden 9.30am-4pm</p> <p><u>Wednesday:</u> Midweek Volunteers Workparty – Lucy O’Toole, Reserves Officer 9.30am-4pm</p> <p><u>Thursday :</u> Midweek Volunteers Workparty – Lucy O’Toole, Reserves Officer 9.30am-4pm</p> <p><u>Friday:</u> Supporting People Engagement Team 9.30am-4pm</p> <p style="text-align: center;">IMPORTANT – PLEASE RETURN THIS FORM TO</p> <p style="text-align: center;">Shaun Rimmer</p> <p style="text-align: center;">Staffordshire Wildlife Trust</p> <p style="text-align: center;">The Wolseley Centre</p> <p style="text-align: center;">Stafford</p> <p style="text-align: center;">ST17 0WT</p>
	<p>Shaun Rimmer 01889 880100 / 07772080254</p>

Please follow the notes below - they explain what to do and in some cases why we are asking for this information.

Please make sure your parent or guardian completes the declarations in sections E and F.

A: Personal Information

Forename(s)	
Surname	
Date of Birth	
Address	

B: Additional Information

1. Dietary Requirements, this should include details of any food allergies and details of particular dietary needs, including religious food needs.

2. Medical Requirements, this should include details of medical conditions, medication taken and any non-food related allergies.

3. Religious Requirements, this should be used to give details of particular religious needs, not identified in the dietary section.

4. Additional Requirements, this should be used at the discretion of the individual to include any additional information that might be helpful for leaders

--

C: Doctors name and surgery details

Doctors name	
Address and phone number of surgery	

D: Emergency contact person, (parent/guardian/next of kin) during event/activities

Name	
Home Address	
Contact telephone numbers (home, work and mobile)	

E: Transport

When travelling in vehicles, ensure all parties are wearing seatbelts, and wherever possible, the young persons are travelling in the rear seats, or with a bag on the seat between the staff/volunteer and the child. Children should only travel in SWT branded cars, **never** staff or volunteers private vehicles.

We will never have an under 18 in a car with one member of staff according to our current policy.

I give permission for my child to travel in Trust vehicles with staff members who have been checked by the DBS (Disclosure and Barring Service).

Signed	
---------------	--

All participants (including parents/guardians in attendance) must sign a code of conduct at the meeting with SWT staff to confirm their adherence to Staffordshire Wildlife Trust's safeguarding policies and procedures. To learn more about this and other policies, you can visit our website: <https://www.staffs-wildlife.org.uk/our-policies>.

F: Declaration

I agree to my son/daughter taking part in the activities/events described above and receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

If you are over 18 or living independently please tick this box.

I understand the extent and limitations of the insurance cover provided.

Print name and sign	
Relationship to participant	
Date	

Appendix 10: Young Person Risk Assessment Form

Young Person Risk Assessment Form

Please complete this risk assessment form consulting with the young person, and others (referee, support staff, parents) where needed. Any actions required should be clearly noted and shared with other Trust staff responsible for the activities the assessment applies to. The assessment will form part of the young person's file when on a Trust programme and should be referred to and updated throughout the programme as required.

Young person:

Date

Assessor:

Start

Date:

1. Provide details of the areas to be assessed (e.g. mental health, offending background, medication, alcohol, drugs, challenging behaviour, violent behaviour, disability) Please include any details provided by referral agencies which need to be considered

2. Give details of programme activities which pose specific risk to the young person or may impact on others due to the risk/specific need identified (e.g. 1-2-1 support)

3. Does the young person's General Practitioner (GP) need to be consulted about their individual needs? Yes /No

If **Yes** details of the programme and activities should be provided to the young person and or parent/guardians to enable them to consult their GP.

4. Has the young person's been consulted about their individual needs? Yes/No
If Yes please provide any details

5. If the young person is under the age of 16 have parents or guardians been consulted on what support or management needs the young person may require? Yes /No If Yes please provide any details

Appendix 11: Volunteer Induction Checklist



This information is included in formal volunteer inductions. We keep this relatively informal and it should take about 3.5 hours.

Volunteer:		Volunteer name:
Checklist Task	Done	Guidance for inductor
Vision, Mission, Values		Share SWT's vision page and suggest volunteers look at the online strategy document: https://www.staffs-wildlife.org.uk/what-we-do/about-us/our-vision
RSWT		Explain the Federation of wildlife trusts
History of SWT		We were established in 1969, more info: https://www.staffs-wildlife.org.uk/what-we-do/about-us
SLT members		Use Org chart as guide found here: , do not give this out externally.
Trustees		Use this web page as a guide: https://www.staffs-wildlife.org.uk/what-we-do/about-us/our-people
Conservation department		Explain
Commercial department		Explain, be sure to convey the info that we have a charity and a charitable limited trading company
People Engagement department		Explain
Safeguarding Policy		Must be signed and returned
Code of Conduct		Must be signed and returned
Health and Safety Policy		Must be signed and returned
How we are funded		Touch on Members, short term funding, and long term funding. Like National Lottery Heritage Fund and TTTV project and Arts Council England funding Wildchild Festival.
HR		Explain where to find and contact HR. Make sure they have volunteers@staffs-wildlife.org.uk
Diversity and inclusion		
Health and Safety Policy		Must be signed and returned
DSE Workstation document		Only for those in onsite roles, and remote desk based roles.
Manual Handling Video		Required for some roles and not others, only for those in onsite roles
Fire safety (for the building, not campfires 😊)		For onsite volunteers only
First aid box		For onsite volunteers only
Mental health (eg informing people of mental health first aiders)		Do we realistically have the resource to provide this to volunteers. Obviously a lovely thing to offer if possible!
GDPR awareness (Vols are asked to read the training doc and sign and return to me)		Must be signed and returned
Tour of site		For onsite volunteers only

Specifics about role		Who does the volunteer report to, when are they volunteering, details about what their task is going to be
Welcome letter		Where is this?
Competencies form (I will not do this as an E copy for your team as discussed)		Is this required for vols? We realistically do not have the resource to track everyone's competencies and personal development. It's useful to know what skills the organisation has in-house, but I think it's more important in formal staffing situations.
Book a date to check-in		This should be 4 to 6 weeks after the volunteer starts and is as simple as 'how are you finding the role? Is it what you expected.' This gives you the opportunity to get very easy quick feedback and also serves as a natural point to address any concerns you've seen during induction.

Appendix 12: Competency form

H&S Competencies: this replaces any previous process for recording competencies and line management monitoring - review every 12 months or if role changes significantly	
Date of review MM/YY:	
Fire	Answer
Aware of their duties in the event of a fire, including introductory talks and emergency evacuation procedures for meetings and school visits.	
Assessed as competent to leave the building by the most direct safe route, ensuring that anyone I am responsible for leaves with me, and make our way to the fire assembly point to await instruction.	
To sound the fire alarm an follow above evacuation procedures upon discovering a fire.	
Does the postholder have any additional duties e.g fire rep?	
Health, Hygiene & Welfare	Answer
Familiar with all hygiene and welfare facilities at their contracted site	
Introduced to Trust policies relating to equal opportunities and personal/professional issues.	
Aware of relevant Risk Assessments relating to HHW if working on reserves	
Aware of available welfare facilites or arrangements if working on reserves	
Has access to required HHW PPE if working on reserves	
Home/Lone Working	Answer
Assessed as competent to risk assess the implications of lone working under any circumstances	
Assessed as competent to undertake lone working in accordance with the lone working section of The Trust's Health & Safety policy	
Is the postholder likely to undertake any other activities (other than administrations) e.g. do they use a workshop at home	



Is the postholder competent in using the Lone Working system if required by their role?	
Control of Sustances Hazardous to Health (CoSHH)	Answer
Aware of CoSHH regulations and how it realtes to your area of work	
Aware of how to add or check if substances come under CoSHH and how to refer to Material Safety Data Sheets (NSDS) for guidance on things like storage, disposal, use etc.	
Risk Assessment	Answer
Assessed as competent to undertake formal and informal risk assessments for any tasks or activities, not including those involving fuelled power tools.	
Competent to generate and assess risk assessments, commesurate with their own role	
Provision and Use of Equipment	Answer
Assessed as competent to assess and purchase any products or tools after the relevant risk assessment has been completed where necessary	
Assessed as competent to use all hand tools, alone and while leading work/volunteer groups	
Assessed as competent to use eletric and woodworking power tools	
Assessed as competent to use pertol powered equipment	
Assessed as competent to show others how to use all hand tools, alone and while leading work/volunteer groups	
Assessed as competent to show others how to use electric and woodworking power tools	
Assessed as competent to show others how to use petrol powered equipment	
Assessed as competent to maintain all hand tools	
Assessed as competent to maintain aelectric and woodworking power toold within standard procedures	
Assessed as competent to maintain petorl powered equipment	
Assessed as competent to use ladders	
Assessed as competent to maintain ladders	



Assessed as competent to instruct others in the use of ladders	
Assessed as competent to use throwlines	
Assessed as competent to maintain throwlines	
Assessed as competent to instruct others in the use of throwlines.	
Assessed as competent to erect the Starshades and supervise others doing so.	
Assessed as competent to instruct others in the erection of Starshades.	
Assessed as competent to maintain Starshades.	
Assessed as competent to erect the Tentipi Stratus and supervise others doing so	
Assessed as competent to instruct others in the erection of Tentipi Stratus	
Assessed as competent to maintain Tentipi Stratus	
Assessed as competent to use climbing safety equipment whilst putting up Tentipi Stratus	
Assessed as competent to maintain climbing safety equipment used for putting up Tentipi Stratus	
The Workplace	Answer
Assessed as competent to undertake and follow relevant workplace health and safety assessments	
Assessed as competent to act at Health & Safety Representative for designated area(s) in accordance with the workplace section of the Health & Safety Policy	
Manual Handling	Answer
Assessed as competent to undertake and follow manual handling assessment for themself commensurate with role.	
Assessed as competent to instruct and assess others in safe manual handling techniques.	
Contractors	Answer



Assessed as competent to work with contractors to create, monitor and record safe systems of work for small and medium sized contracts (as a guide <£5k in value and low risk and where only a single contractor is appointed).	
Assessed as competent to work with contractors to create, monitor and record safe systems of work for large or complex contracts (as a guide > £5k, or smaller contracts where the activity carries a high risk e.g. several contractors/sub-contractors involved).	
Assessed as competent to work with contractors to create, monitor and record safe systems of work where delivery of the contract involves work with children and vulnerable adults.	
Competent to understand when CDM regulations apply.	
Competent to oversee contracts which fall within the CDM regulations.	
Assessed as competent to induct and train staff in the Trust's contract management system.	
Violence at Work	Answer
Not expected to deal with violence as a routine element of work.	
Expected to deal with conflicts with people as an occasional element of work.	
Expected to deal with nconflicts with people as a routine element of work.	
Competent to assess and take action to minimise the risks of encountering violence at work, particularly when lone working, handling cash etc	
Competent to instruct others in how to deal with violence at work	
Received suitable training, appropriate to the level of risk, in dealing with violence at work	
Accident & Near Misses	Answer
Assessed as competent to record and investigate accident and near miss incidents.	
First Aid	Answer
Type of first aid certificate held:	
Expiry date:	
Considered appropriate for the type of activities required as part of role?	

Vehicles	Answer
Full driving licence	
Satisfy the eyesight and other health requirements of the Highway Code and DVLA.	
Not taking medicine that might impair judgement.	
Minibus	
Trailer	
4x4	
Quad bike	
Tractor	
Other (specify)	
Safeguarding	Answer
SSCB An Introduction to Safeguarding Children Level 1 – (Face to Face)	
SSCB Level 2 Safeguarding Training completed – (Face to Face)	
SSCB Level 3 or 4 Training (DSL roles only)	
Introduction to safe guarding online	
SSCB Awareness of Child Abuse and Neglect - Core	
refresher	
SSCB Introduction to Integrated working (Early Help) completed	
SSCB Safeguarding Children with disabilities completed	
SSCB Child Development training completed	
SSCB E-safety training completed	

Version control & Approvals

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Approval Authority:			
Date of Last review:	May 2024	Next Review Due:	May 2025
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