

B U T E F R E S T

Volunteer Policy

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1. Volunteer opportunities

Bute Forest Ltd (BFL) has three types of volunteering opportunities available:

- a. Open access volunteering - anyone can access these volunteer days by simply turning up to the event. Volunteers will not be required to possess any particular skills. Volunteers will be supervised during their volunteering and given any information or training required to carry out their tasks on the day.
- b. Skilled volunteering - these volunteering roles require specific skills, qualifications or both. They may be offered additional training to better fulfil their roles where required.
- c. Targeted volunteering - these volunteering events will be targeted at specific groups in the community. They may be targeted because they are seen as potentially benefitting from a volunteering programme, because they are a group which is under-represented in volunteering with the project, because we have secured funding to support a particular group in volunteering or because the volunteering is particularly suited to a specific group e.g. children's days.

2. Recruitment and selection procedures

Volunteers will be recruited through the following measures:

- Advertisements in local publications
- Registration of opportunities on volunteering databases
- Word of mouth
- Posters in local establishments
- Website page

Volunteer selection should be appropriate and proportional to the time commitment and level of responsibility volunteers hold. For this reason, volunteering selection processes depend on the type of volunteering available:

- a. Open access volunteering – there is a self-selection process for open volunteering i.e. any member of the community can attend as a volunteer (unless they have been excluded or suspended from volunteering; see section 11).
- b. Skilled volunteering –Volunteers for these tasks will be selected according to how best they meet the person specification for the role. The volunteer coordinator (currently a part of the Forest Managers role) will select volunteers on this basis, although efforts will be made to

find roles for all prospective volunteers. Volunteer selection is subject to the Equal Opportunities Policy.

- c. Targeted volunteering –It is anticipated that most targeted volunteering will follow the same selection approach as open volunteering, although some targeted volunteering may follow the same processes as skilled volunteering. This will be clearly outlined on any volunteer advertisements or publicity.

3. Volunteer Induction, Agreements and Task Descriptions

- a. Open volunteering – volunteers will access a basic induction which will consist of receiving the information required to ensure their safe enjoyment of the event. All volunteers will be asked to sign an agreement when attending an open volunteering event. This agreement will be specific to the event and extend only for the duration of the event.
- b. Skilled volunteering – these volunteers will attend a full induction prior to beginning volunteering. This will include the signing of a volunteer agreement, the volunteer’s role and responsibilities, health and safety considerations and the roles and responsibilities of BFL.
- c. Targeted volunteering – volunteers will follow the same process as either open volunteering volunteers or skilled volunteering volunteers depending on which process is most appropriate.

4. Volunteer Expenses

BFL can pay volunteer expenses, provided these are reasonable, related directly to the agreed volunteering tasks, agreed in advance with the volunteer coordinator (currently the Forest Manager) and accompanied by written documentation e.g. receipts, completed mileage form.

5. Training

- a. Open volunteering – volunteers attending open volunteering events will be given the training they require to complete their tasks at the event. This may be formal or informal ‘on-the-job’ training.
- b. Skilled volunteering – volunteers will be made aware of any training opportunities available and supported to apply for training courses where required. This may include funding training courses but at present this is likely to be a rarity due to budget constraints. Every effort will be made to secure funding for training courses as the project develops.
- c. Targeted volunteering – volunteers will follow the same process as either open access volunteers or skilled volunteers depending on which is the more appropriate to their role.

6. Support

- a. Open Access Volunteers – will be supported to complete their volunteering tasks during the event for which they are volunteering. On-going support is not available at this time.
- b. Skilled volunteers - will be offered support appropriate to their needs and the time commitment they are making. This will be agreed with volunteers as part of the induction process.

- c. Targeted volunteers - volunteers will follow the same process as either open access volunteers or skilled volunteers depending on which is the more appropriate to their role.

7. Insurance

All volunteers are covered by BFL's insurance policy provided by AXA Insurance UK plc. Further details can be provided upon request to the Forest Manager.

8. Health & Safety

All volunteering events will be risk assessed and whilst risk cannot be eliminated, it will be minimised as far as is realistic. Volunteers will receive guidance on keeping themselves and others safe during their volunteering activity. Volunteers not adhering to guidelines will be subject to investigation which could result in either further support or guidance being offered to enable them to implement guidelines or in them being referred under the disciplinary policy.

9. Equalities

Volunteers are covered by the BFL equal opportunities policy and should refer to this for further information.

10. Confidentiality

Whilst the consideration of confidentiality is not of significance to most BFL volunteers, where this is of consideration it will be discussed as part of the volunteer induction.

11. Problems and conflicts

Volunteers are subject to the disciplinary procedure as are members of staff. Volunteers are able to raise grievances against staff, directors and other volunteers through the grievance procedure.