



Volunteer Management Policy

7.1 Introduction

This section sets out how volunteers are recruited and supported.

7.2 Recruitment

Volunteers are recruited through the monthly newsletter, notices around the site, other local organisations and word of mouth.

Volunteers are recruited mainly to undertake physical work on the site but they may be recruited for other tasks from the same sources. Specific details of what is expected of each volunteer in these cases will be set out at the time.

7.3 Support

We hold regular work parties but frequency varies depending on the time of year and the work to be done.

In advance of each work party the trustees identify work to be done and ensure that one trustee is fully briefed on the work. Each session begins with an outline of the work to be undertaken. New volunteers are given the full health and safety briefing at their first work party. Regular up-dates on the health and safety are given to all. Volunteers are sent a briefing note which includes the health and safety briefing in advance of their first work party.

Work on the site is covered for insurance purposes by the London Borough of Barnet (LBB) which owns the site under the Adopt a place agreement.

All volunteers are under the guidance of a trustee or another designated person capable of leading a small group. There is usually also another trustee (usually the Chair, Treasurer or the Secretary) in overall charge.

7.4 Health and Safety and Safeguarding

Reference should be made to the Health and Safety policy and the Safeguarding policy. Both are held within our Policies and Procedures handbook and available from the website.

A first aid kit is always available on site.