

Transition Larkhall Volunteer Policy

Commitment to our volunteers

Transition Larkhall's (TL) committee values all TL volunteers and the work they do, and we will do the best we can to make volunteer experience with us enjoyable and rewarding.

We commit:

- to provide an induction and any training necessary for the volunteer role
- to provide regular support to the volunteer in their role and a named contact for the volunteer who will support them in the role
- to treat volunteers in line with our equal opportunities policy
- to reimburse reasonable out-of-pocket expenses when agreed in advance – eg travel expenses
- to provide insurance cover for the volunteers
- to implement good health and safety practice

We expect volunteers to:

- follow TL's equal opportunities policy and health and safety policy and any procedures relevant to the role the volunteer is undertaking

Problems

We will try to resolve any problems, grievances and difficulties you may have while you volunteer with us and in the event of an unresolved problem will meet to discuss the issues. Please raise any issue with your named contact, the Project Manager or member of the TL committee in the first instance.

In the unlikely event that any regular volunteer is causing damage or disturbance, failing to comply with our equal opportunities or health and safety policies, or in other ways failing to respect the values and principles of TL, the TL committee retains the right to remove that individual from the volunteer work.

Policy review

We will review this policy, together with our equal opportunities and health and safety policies, every year.

Website:

transitionlarkhall.uk

Contact:

transitionlarkhall@gmail.com

or

ros.hough2003@hotmail.co.uk

Transition Larkhall Equal Opportunities Policy

Commitment to equal opportunities

1. Transition Larkhall (TL) supports the principle of equal opportunities in relation to our work.
2. We aim to create a culture that respects and values each other's differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their potential.
3. We will work within the framework of the law at all times, aiming to ensure that all people, whether volunteering or working or visiting, are treated fairly and equally.
4. We aim to ensure that no individuals or groups of people are discriminated against on grounds of age, race, colour, ethnic origin, nationality (subject to work permissions), sex, sexual orientation, gender reassignment, disability, marital status, religion or belief, care responsibilities, social class, employment status or trade union membership.
5. The TL committee considers all forms of discrimination to be unacceptable. We recognise that individuals may experience discrimination in a number of ways. These include exclusion, verbal comment, denigration, harassment and victimisation, as well as failure to take into account special needs, or the assumption of such needs without consultation.
6. We also recognise that discrimination may be direct, whereby a person is treated less favourably than others would be treated in the same circumstances, or indirect, whereby a requirement or condition is applied equally to everyone, but can only be met by a considerably smaller proportion of people from a particular group (e.g. requiring a post to be full time without proper justification may discriminate against people with care responsibilities).

Transition Larkhall Health and Safety Policy

Health and safety commitment

1. Transition Larkhall (TL) Committee is committed to safeguarding all volunteers and visitors by:
 - (a) maintaining safe working conditions
 - (b) providing and maintaining safe equipment
 - (c) training volunteers how to perform tasks and use equipment appropriately*
2. TL is responsible for agreeing this health and safety policy and for regularly reviewing how it operates
3. TL will provide any relevant advice/guidance/training in support of our health and safety policy
4. TL will regularly carry out risk assessments of any volunteer tasks and other activities or events
5. TL will provide insurance cover for all volunteers undertaking work that has been approved and authorised by us

* **Note on machinery**

Please note that TL (this includes Alice Park Community Garden) do not use or operate chain saws or tree felling equipment. This falls outside the scope of our insurance policy, and must not be used by volunteers

Safety and well-being for children and vulnerable groups

- All adults running workshops or activities with unsupervised children must have an up-to-date DBS check.
- Vulnerable groups or individuals e.g. those with learning disabilities will need to be supervised at all times by an independent leader with an up-to-date DBS check