



Derbyshire Wildlife Trust Volunteering Policy

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Status	

Introduction

The Trust’s vision of a living landscape rich in wildlife, valued by everyone cannot be achieved without the individual and collective actions of people from all sectors of the community.

We value the commitment and skills of volunteers, and recognise the important contribution they make to wildlife conservation. We also appreciate that volunteering can enrich people’s lives in many ways; it provides enjoyment, learning, health and well-being, personal and professional development, skills for employment and rewarding activity in retirement.

This document states the Trust’s policy on volunteering and outlines the principles underpinning policy implementation. It is supplemented our volunteers area of the DWT website setting out operational practice guidelines and procedures.

Policy Statement

The Trust is committed to offering opportunities for volunteering, where appropriate, in every aspect of our work. We welcome volunteers from diverse backgrounds and provide a supportive management system which enables volunteers to work effectively and enjoy a positive volunteering experience. We encourage volunteers to contribute ideas for improving activities and engagement.



Implementation

Equal Opportunities

The Trust aims to achieve fair treatment and the absence of discrimination in all our volunteering-related policies, procedures and practice. Our Equality Diversity and Inclusion Policy states our commitment to fostering an organisational culture which celebrates equality and diversity, which makes all individuals welcome, and in which they are treated with respect and fairness. Volunteers will be made aware of the Policy and their share in responsibility for its implementation.

We believe that no volunteer should be excluded from volunteering because of the personal costs they might incur, and will budget to reimburse reasonable approved expenses. There may be defined limits for claims, which will be made clear to volunteers in advance.

Volunteers need not be members of the Trust.

Volunteering By Children, Young People, And Vulnerable Adults

Organisation and management of volunteering by children, young people and vulnerable adults will be carried out in accordance with our Policy on Safeguarding Children and Vulnerable Adults, our Young Volunteers Consent form, and associated procedures and codes of practice.

Opportunities For Volunteering

We will provide a wide range of volunteering opportunities, aiming to match volunteer skills and preferences with the roles available. Current volunteer roles and roles descriptions are available on our volunteer opportunities webpage. Volunteers will form an integral part of all our activities, complementing, but not substituting the work of paid staff.

Recruitment

We will normally only advertise for volunteers when we have vacancies for specific activities but will endeavour, where staff resources allow, to find a suitable role for prospective volunteers who approach us or who are referred to us by other organisations.

Recruitment, selection and deployment of volunteers will be in accordance with our Equality Diversity and Inclusion Policy, but will also take account of legislative, regulatory or insurance requirements applicable to specific activities. There is a recruitment and induction procedure for volunteers including a registration form and induction checklist.

Support and Management

We aim to provide a high standard of support and management to all our volunteers. Support and management practice will differ according to the nature and the circumstances of the volunteer role. Each volunteer or group of volunteers will be

supported by a named staff member. Regular Volunteer Management training is offered to DWT staff.

We believe that expressing recognition of, and appreciation for, the contribution which volunteers make to the Trust's achievements, is important. We will do this directly to volunteers themselves, through our support and management practice, and to external audiences, and through volunteer celebration events.

We will endeavour to ensure that volunteers and staff work together harmoniously and deal with any problems through informal discussion. If there are problems which an informal approach cannot resolve, formal procedures are available for use.

Training and Development

Any training necessary for undertaking specific volunteer roles safely and effectively will be arranged, where agreed. Other vocational training, learning and personal development of volunteers will be encouraged and enabled and this will be agreed with a supervisor.

Working Comfortably, Safely and Sustainably

Volunteers will only be asked to undertake tasks for which they have the required qualifications and skills. The Trust will endeavour to provide safe working conditions for volunteers. Any necessary tools, equipment and specialist protective clothing will be provided as required.

Volunteers are classed as employees in matters relating to health and safety. They will be made aware of our Health and Safety at Work Policy and be informed of duties and responsibilities specific to their role.

Volunteers will be made aware of our Environmental Policy and their share in responsibility for its implementation.

GDPR

In accordance with our Privacy Policy, we collect information on volunteers to inform them of:

- changes to planned volunteer work programmes
- the positive impact they have on our work
- dedicated volunteer thank-you events

Volunteers will be made aware of our Privacy Policy and implications on their personal data