



# Tarvin Community Woodland Trust Ltd

## Policy Documents

# Volunteer Management

With the exception of professionals and contractors who are employed for their very specific skills, everyone who works for the Trust is a volunteer. Anyone doing a job for the benefit of the community and without hope of reward deserves the very best of treatment and so the Trustees/Directors take very seriously their responsibilities to them. There is a huge difference between general volunteering and working in the woodland and it is to the second of these that this note applies.

1. Where Trustees/Directors are delegated by the Trustee Body/Board of Directors to carry out a task, it is expected that they will have skill and judgement sufficient to carry out the task efficiently, effectively and, above all, safely. No Trustee/Director should ever agree to take on a task which might be beyond them. In this sense, the Volunteer Trustee/ Director is assuming responsibility for his/her own safety, as well as that of others who may be affected by their actions or inactions.
2. Unless the Trustee body/Board of Directors has given specific permission in advance for non-Trustee/Director volunteers to carry out tasks, there should always be a Trustee/Director working as a part of the group and 'in charge' of the activity. In the absence of specific permission or of any of the Trustees/Directors who can take responsibility, no work should be undertaken in the woodland.
3. Individuals who have the prior and written agreement of the Board of Trustees, may be permitted to undertake GARDENING tasks (using hand tools only) in the woodland without the presence and supervision of one of the Trustees. All jobs undertaken must be in harmony with the Annual Management Plan for the area involved. Suitable reflective gear must be distributed and worn. Access to a mobile phone will be essential in case of any incident. Such permissions will usually be given annually and, if necessary, can be revoked.
  - a) Each person given permission to work in this way must give notice to their 'Reporting Trustee' before they go out and the Trustee is to record this, so that the Trust can be aware of the people who will be working before they start. Likewise, those having worked in the woodland during a calendar month must report the jobs that they have undertaken that month to the Reporting Trustee, who can then convey this information to the Board, and thereby enable a type of after-the-event control to be exercised.
  - b.) All such permissions given and recorded by the Reporting Trustee will be collated and will form a part of our Annual Safety Audit. Our Safety Officer (JRS) will oversee this.
  - c.) All such volunteers must go through the Trust's current Annual Risk Assessment with JRS, in order to highlight the Trust's commitment to Health and Safety issues.
4. Volunteer's time is a precious commodity and so efforts will be made to ensure that they are aware when sessions are cancelled and, on occasions when sessions are run, that useful and productive tasks are available for those volunteers who are available.