

## Living River Foundation Volunteer Policy

### Introduction

Living River Foundation exists to promote and advance improvements to the estuaries and tidal rivers around our coast for the plants, animals and the public benefit of those who live and work on them.

In line with this mission Living River Foundation seeks to involve volunteers to:

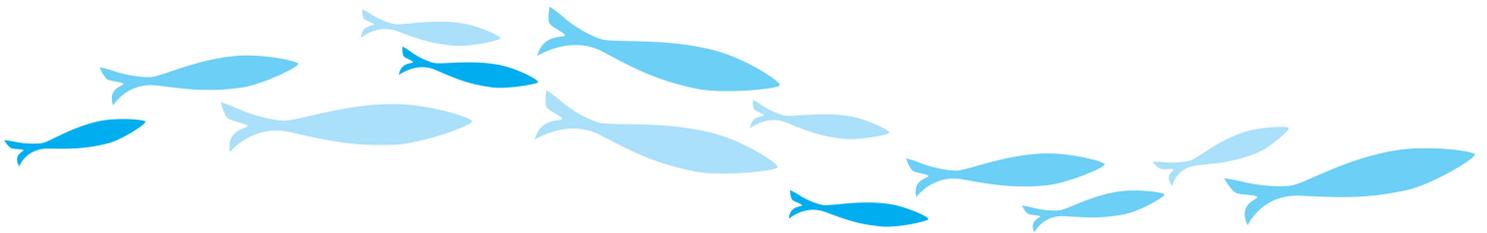
- ensure our activities enhance the local environment
- provide new skills and perspectives
- increase our contact with the local community we work with

### Principles

This Volunteering Policy is underpinned by the following principles:

- Living River Foundation will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to Living River Foundation's work
- Living River Foundation does not aim to introduce volunteers to replace paid staff
- Living River Foundation expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work





- Living River Foundation recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.

## **Practice guidelines**

The following guidelines deal with practical aspects of the involvement of volunteers. More detailed information, including copies of the various documents referred to, is provided in Living River Foundations' training and on the website.

### **Recruitment**

Prospective volunteers may be interviewed to find out what they would like to do, their skills, suitability and how best their potential might be realised.

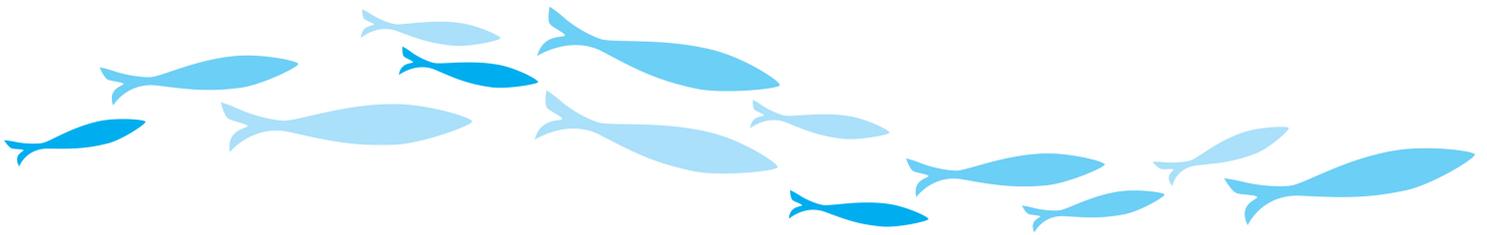
### **Volunteer agreements and voluntary work outlines**

Regular volunteer will be provided a volunteer agreement establishing what Living River Foundation undertakes to provide them. In addition they will agree to a written outline of the specific work that they will be undertaking. Neither of these documents is a contract; Living River Foundation has no intention of creating a contract with any volunteers.

### **Expenses**

Volunteers undertaking specific activities or tasks will have their travel and other expenses reimbursed, on prior agreement. Volunteers working a minimum of five hours per day will provided with lunch and appropriate breaks.





### **Induction and training**

All volunteers will receive an induction into Living River Foundation and their own area of work. Training will be provided as appropriate. Where possible volunteers will be entitled to receive additional training on the same basis as paid staff.

### **Support**

All volunteers will have a named person as their main point of contact. They will be provided with regular supervision to feed back on progress, where appropriate, discuss future development and air any problems.

### **The volunteer's voice**

Volunteers are encouraged to express their views about matters concerning Living River Foundation and its work.

### **Insurance**

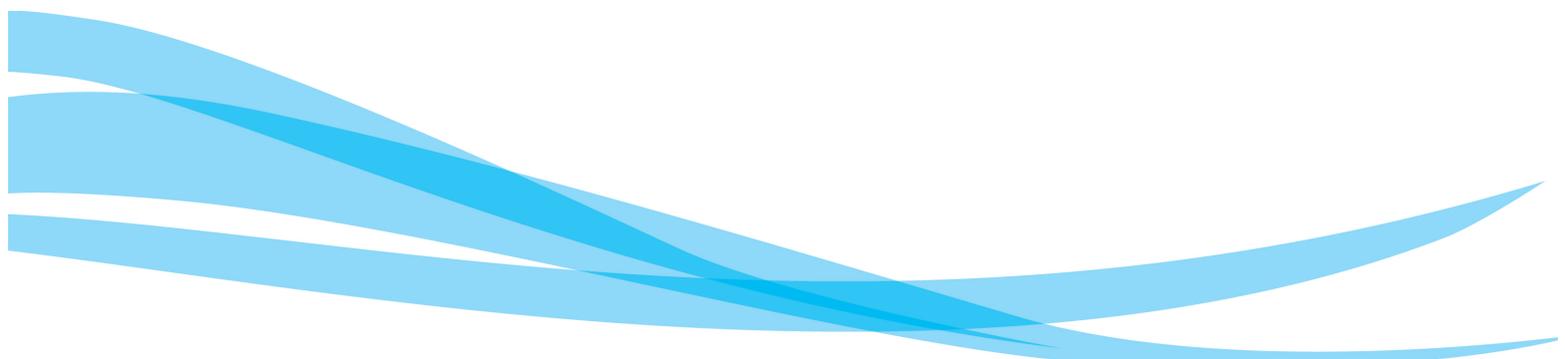
All volunteers are covered by Living River Foundation's insurance policy whilst they are on the premises or engaged in any work on Living River Foundation's behalf.

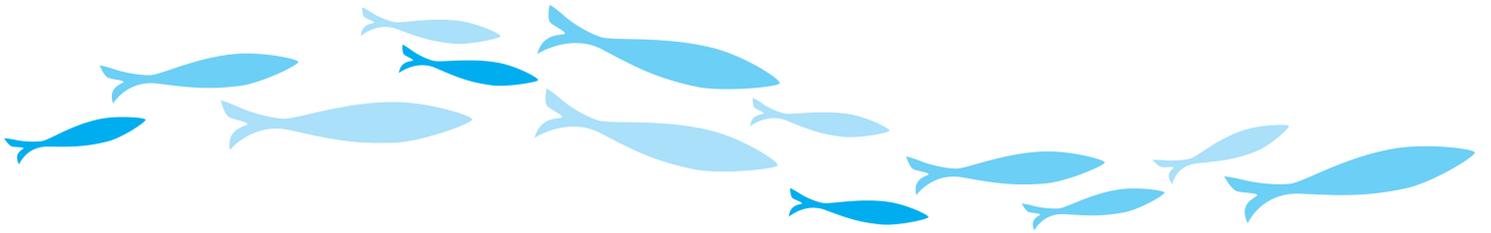
### **Health and safety**

Volunteers are covered by Living River Foundation's Health and Safety Policy, a copy of which is provided during training and on the website. All volunteers and staff must not put themselves at risk and challenge any unsafe act.

### **Equal opportunities**

Living River Foundation operates based on equal opportunities in respect of both paid staff and volunteers. Volunteers will be expected to have an understanding of and commitment to this policy.





**Problem solving**

We aim to identify and solve problems at the earliest possible stage. A procedure has been drawn up for dealing with complaints either by or about volunteers.

**Confidentiality**

Volunteers will be bound by the same requirements for confidentiality as paid staff.

