



“Our vision is to inspire and educate happy, healthy communities through green spaces, local food and each other.”

Volunteers are an important and valued part of St Werburghs City Farm. This document outlines some basic information about the Farm and how we operate to ensure that you can participate fully, and safely in your volunteer activity. **You will be given a site/activity specific induction when you attend your first volunteer session.**

In your first session a member of staff will explain:

- Overview of the Farm - what we do, why we do it and who we benefit (Vision & Mission).
- Site facilities - spaces we use, the site boundaries, where things are kept, i.e. tools, gloves, first aid box etc, where the toilets are, refreshments, the office, Connection Centre, what you can help yourself to, and our lunch/break times.
- What to do on arrival - where to leave belongings etc (please note we cannot be responsible for any items lost or damaged on the farm's sites - please only bring what you need).
- Reminder of start and end times - always let a staff or lead volunteer know if you choose to leave part way through the activity.
- In case of an accident - whilst at the Farm or taking part in an activity, inform the staff member immediately, who will assist you and complete an accident form to log the accident if necessary. If you notice something that could harm someone else, please inform the staff member immediately. *There is a First Aid box on every site and all lead staff are First Aid trained.*
- In case of a fire - we ask all staff, volunteers, and other people at the site to leave the area they are in safely, calmly and quickly, and meet at a designated area. Do not stop to get your personal belongings. Find out the meeting point for each site in your activity induction. Please note that we do not schedule Fire Drills at our site.
- Up to date tetanus jab - As you are working outdoors and/or with animals we recommend that you are up to date with your tetanus jabs. Consult with your doctor to make sure you are covered.
- No smoking on sites - the Farm operates a no smoking policy - if you smoke, we ask you to do it discreetly, without encouraging others, outside the Farm site or on the lane at Boiling Wells.
- No alcohol or drugs - Do not turn up to volunteer if you are under the influence of alcohol or drugs. If you turn up in an unfit state, you will be asked to leave immediately.
- Mobile phone use - If you have a mobile phone or other device, we ask that you use it responsibly and considerately. Never take a photo/video of someone without them knowing - always ask permission first. Ensure that you share photos/videos appropriately.
- Always act in a safe and responsible manner – to ensure yours and others safety, ask for advice if you when using tools and equipment, in accordance to our Risk Assessments.
- Try to make a positive contribution to your sessions - but remember, you have the right to choose a task that is right for you and take a break when you need one. We encourage every volunteer to help guide how the session develops.
- COVID-19 - follow all COVID-19 guidelines on the farm and during your session.

Volunteer Agreement

This agreement is intended to show our commitment to do the best to make sure your volunteer placement is enjoyable, safe, and worthwhile.

To make sure your volunteer placement is right for you, and you are supported in your role, we will:

- Give you an overview of the organisation and the project you have chosen to take part in.
- Provide support and guidance to enable you to undertake your volunteer tasks (Please note that many of our activities have limited staffing, so you must bring your own support worker if your physical impairments or mental health require one-to-one support).
- Undertake entry and exit reviews, or every three months if you attend drop-in sessions.
- Provide signposting opportunities throughout and at the end of your placement.
- Listen to you and respond if you inform us of an issue with your placement or another person.

To make sure you feel welcome, respected, and safe, we will:

- Provide a welcoming and friendly environment, open to all.
- Respect your skills and experience, individuality, and personal circumstances.
- Provide you with refreshments and a place to take a break.
- Provide appropriate personal, protective equipment.
- Keep you informed of possible changes on the Farm regarding your volunteer placement.
- Insure you against injury whilst you are on the Farm site or engaged in our activities.
- Adhere to our Volunteer Policy and other policies relevant to your volunteer placement such as: Health and Safety, Equalities and Diversity, Protection of Vulnerable Adults etc.
- Give you access to our Policies at any time.
- Follow our Complaints Procedure if you have an issue with a member of staff or the Farm.

As a volunteer, we ask you to...

- Look after the Farm's equipment and materials and respect our site and facilities.
- Respect the needs, boundaries and individuality of all other users, treating everyone equally.
- Inform us of any disabilities, allergies, personal circumstances etc that might affect your placement.
- If you are feeling unwell or have any Covid-19 symptoms please do not turn up for your session. If you become ill after a session please inform us immediately.
- Do not turn up to volunteer if you are under the influence of alcohol or drugs.
- Listen to staff leading your session, and always follow the guidelines given, always acting safely.
- Inform us if your contact details, next of kin, health condition or support requirement change.
- Wear appropriate clothing and sturdy footwear to each session.
- Try to make a positive contribution at each session.
- Ensure confidentiality to the organisation, other volunteers, and service users.
- Behave appropriately when representing the Farm on and off site.
- Let us know if you are going to stop volunteering - however you are free to stop at any time.

By ticking the box, you acknowledge that you understand and agree to the above information. Please note that this is an agreement in honour and is not intended to be a legally binding contract of any kind.