



Middle Marches Community Land Trust

Volunteer Policy

1. Introduction

This policy provides guidance and expectations for volunteers and sets out how MMCLT works with and supports its volunteers. It ensures that everyone understands their role, rights, and responsibilities while helping us protect and enhance our valuable natural habitats.

2. MMCLT's Commitment to Volunteers

We value the time, skills, and enthusiasm our volunteers bring. In return, we will:

- Treat all volunteers with respect, fairness, and kindness.
- Provide clear guidance, training, and supervision.
- Ensure a safe and supportive working environment.
- Recognise and celebrate volunteer contributions.

3. Volunteer Roles

Volunteers may help with:

- Site maintenance, for example, mowing, planting, weeding, habitat restoration, and litter removal.
- Wildlife monitoring and recording.
- Public engagement during open days.
- Supporting educational events.
- Light tool maintenance and storage.

4. Recruitment and Induction

- All prospective volunteers must complete a registration form and provide emergency contact details.
- Volunteers under 18 require parental or guardian consent.
- A parent or responsible adult must accompany volunteers under 16.
- We welcome volunteers from all backgrounds and do not discriminate based on age, gender, ethnicity, or ability.
- No formal qualifications are needed, but a love of nature is encouraged.

5. Training and Supervision

- All new volunteers will receive an induction covering health and safety, information about the site, and role expectations.
- Further training, for example, in the use of tools or management practices, will be provided as necessary.
- An experienced leader or lead volunteer will supervise work parties.
- A named Volunteer Coordinator will be the main point of contact.

- Regular check-ins will ensure that volunteers feel supported and confident in their role.

6. Health, Safety and Wellbeing

- Volunteers must follow all health and safety guidelines as instructed.
- Volunteers will be trained in safe tool use and manual handling.
- Personal protective equipment will be provided where needed.
- A risk assessment is carried out before any work is carried out.
- Dynamic risk assessment will be used during the work parties.
- A trained first aider, first aid kit, and accident book will be available at work parties.
- Any accidents, near-misses, or hazards must be reported immediately to the person supervising.

7. Handling and Disposal of Syringes

- Volunteers should never touch a syringe with bare hands and must keep hands and body parts away from the needle tip at all times.
- To prevent injury, contamination and exposure to potentially infectious material, volunteers should use tools such as tongs, litter pickers or forceps to pick up syringes.
- Syringes must be placed into an approved, puncture-resistant sharps container.
- When the container is full (up to the 'fill line'), the regulations for disposal of sharps waste disposal will be followed.

8. Support and Supervision

- A named Volunteer Coordinator will be the main point of contact.
- Regular check-ins will ensure that volunteers feel supported and confident in their role.

9. Code of Conduct

- Treat all people, wildlife, and property with respect.
- Work cooperatively and communicate openly with other volunteers and staff.
- Attend scheduled shifts or notify MMCLT in advance of absences.
- Use tools and equipment responsibly and return them after use.

10. Expenses

- Reasonable out-of-pocket expenses, such as travel costs, may be reimbursed with prior agreement and receipts.

11. Insurance

- Volunteers are covered by MMCLT's insurance while carrying out agreed activities.

12. Problem-Solving

- If issues arise, we will address them promptly and fairly.
- Volunteers can raise concerns with the Volunteer Coordinator or a trustee.

13. Confidentiality and Data Protection

- Personal information will be handled according to data protection regulations and kept confidential.

14. Ending a Volunteering Role

- Volunteers can step back at any time, ideally with notice.
- MMCLT may end a volunteer arrangement if safety, conduct, or role requirements are not met.

This policy will be reviewed annually to ensure it remains relevant and effective.

Other Relevant MMCLT Policies

- Privacy Policy
- Data Retention Policy
- Safeguarding Policy
- Health and Safety Policy