



## Volunteer Policy

Hereford Community Farm especially values and respects the time, skills and enthusiasm of volunteers and actively encourages their participation and involvement in our activities.

This policy is guided by the following principles:

### **Our Commitment to Volunteers**

Hereford Community Farm is committed to encouraging the following good practices:

- Equal opportunities and promoting anti-discriminatory practice – volunteering is open to everyone.
- Volunteers should not be used to replace or reduce the work of paid employees.
- Paid employees should work positively with volunteers and where appropriate will actively seek to involve them in their work.
- To provide support, encouragement and training for volunteers to achieve personal development.
- Volunteers are given satisfying and rewarding experiences.
- Volunteers are given information about Hereford Community Farm and a clear description of the tasks they have agreed to.
- Volunteers will be allocated a named supervisor whom they can approach to discuss any problems or concerns and the volunteers work will be reviewed at regular intervals.
- Volunteers will be made aware of the relevant screening processes e.g. references and police checks.
- Travel and other out of pocket expenses will be offered to all volunteers.
- Volunteers work in a safe and healthy environment as far as reasonably practical.

- Volunteers are made aware of all relevant policies and are enabled to understand and implement them.
- Volunteers will be covered by the relevant insurance policies of Hereford Community Farm.
- Volunteers may have access to their own personal records held by Hereford Community Farm.

## **Volunteer Commitment to Hereford Community Farm**

Hereford Community Farm expects its volunteers to;

- Should be committed to the aims of Hereford Community Farm
- To carry out the tasks they have agreed to undertake and to inform Hereford Community Farm of any changes in their circumstances which might affect their ability to volunteer.
- To maintain confidentiality in all aspects of their work and comply with all Hereford Community Farm's policies.
- To undertake training where it is a requirement of the tasks they have agreed to do.
- To agree to Hereford Community Farm holding relevant personal records including contact details, health needs, allergies or any other information that is considered relevant to their volunteering commitment.
- Be aware that a positive DBS disclosure is not necessarily a barrier to volunteering.
- Hereford Community Farm is a non party-political and non-denominational organisation. Volunteers who work for the organisation should not attempt to promote their religious, cultural or political views whilst in work.