

# Friends of the Porter Valley Volunteers Policy

## Purpose

The Friends of the Porter Valley (FoPV) is a charity led and run entirely by unpaid volunteers. It was set up in July 1994 and became a registered charity in 1995. Its purpose is to preserve and enhance the natural and historic characteristics of the Porter Valley from Hunters Bar to Porter Clough for the enjoyment of present and future generations of visitors. It is a membership organisation and members pay fees to belong.

## Definition of volunteers

Volunteers include Management Committee members of whom three in particular roles are Trustees, registered with the Charity Commission: the Chair, the Secretary and the Treasurer. Other members voluntarily undertake activities for FoPV to engage the public such as;

- managing the membership,
- running communications tools such as the website, and social media,
- leading walks,
- researching the valley and producing publications, calendars and cards,
- fundraising and running community events,
- attending at Shepherd Wheel open weekends to provide information to visitors,
- carrying out conservation and practical work to improve the landscape and facilities such as playgrounds,
- giving talks and liaising with the media,
- supporting sub groups for particular improvement projects like Bingham Park outdoor family facilities,
- considering planning applications and Council policies and proposals which might impinge on the Valley,
- working with representatives of interested organisations and the public, local Councillors, valley residents etc.

No member is remunerated for time or travel but legitimate out of pocket expenses incurred on FoPV business are refunded, for example;

- costs of preparing signage,
- postage,
- inkjet and paper,
- equipment purchase.

There are also volunteers who assist without actually being members and they are not covered by this policy because when they contribute to particular activities they

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are led by members who are covered by this policy. For example: they may bake cakes or knit to raise funds for FoPV lead community events.

## **Recruitment, roles and training of volunteers.**

Volunteering is open to any member and they may engage with any activity for which more help is needed and of which they are capable.

Information about opportunities is provided, as and when needed, by newsletters, website, open meetings, and occasionally by other communications and the media.

Once engaged on particular activities they will be briefed and managed by team leaders. The briefing will include explanations of risk, safeguarding, data privacy, conflicts of interest and how to engage with the public as appropriate and there are policies on all these. Induction and training are thus needs based and organised pragmatically.

## **Insurance and Liability.**

Members and the public engaged on FoPV activities are covered by a Public Liability Insurance. Risk assessments are completed for community events and activities.

## **Recording volunteer time input**

Attendance is recorded for all organised activities. This is necessary for PLI cover in some instances, and useful when applying for funds from donors such as Council Wards, Graves Trust etc and when reporting results back to them.