

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, all of whom are Trustees registered with the Charity Commission, including the officers: Chair, Secretary and Treasurer. Other volunteers include members and others who 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 volunteer is remunerated for time or travel but legitimate or exceptional out-of-pocket expenses incurred on FoPV business are refunded, for example;

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

Approved by FoPV Trustees August 2024

Next review July 2025

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Recruitment, roles and training of volunteers.

Information about opportunities is provided, as and when needed, by newsletters, online media (Website, Facebook, Twitter), open meetings, and occasionally by other communications and the news media (Local Papers, Radio Stations).

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 therefore 'needs based' and organised pragmatically.

Insurance and Liability.

Volunteers 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, to comply with the FoPV Public Liability Insurance policy.