**Last updated: January 2023**

# Volunteer Policy

# Policy

## Principles

As a matter of policy, Clift Meadow Trust has no paid employees, all persons involved in the operation and implementation of the Trusts objectives is a Volunteer and or a Trustee. The number of trustees is set within the trust deed and an unlimited number of volunteers can be involved in the operation. Volunteers can work in any area of operation, but each team leader of operation sets the number and skills that may be required. All volunteers are required to make themselves aware of the activities of the trust, its aims and objectives and follow and adhere to all health and safety requirements applicable to the environment and buildings.

# Role and Responsibilities of Volunteers

A volunteer is someone who supports the work of one or more of the trustees, either by action or specific competence. This could be a specific skill or knowledge, or be available for a specific event or activity. They can be regular or part time volunteers, offering their contribution whenever it may be needed or they are available. If they so wish, they can volunteer on a regular basis or on an as needed basis. Whatever their status, they will afforded all due respect and support and there will be no obligation on either side. Volunteers are to valued and without them our trust would not be able to function.

Where possible and relevant, they will be offered induction, training and health and safety guidance. Where equipment is required, they will be given a safety briefing and appropriate equipment to enable them to perform their duties in a safe and competent way. CMT recognises that most if not all the volunteers will be of a more mature persuasion and will not under any circumstances apply any pressure or obligation on an individual. While no formal fitness medical declaration will be required, it is expected that anyone volunteering for a duty, will declare themselves fit for duty and be able to perform their duties safely, having due respect for their colleagues who they may be working with. Managing limitations will be the team leadres responsibility

All volunteers are covered by the CMT Insurance Employers liability, while on the premises and its surrounds. It is suggested that each team leader has a signing in/off book to record presence on site, even if lone working.

**Health and Safety**

All volunteers are covered by the CMT health and safety policy and are expected familiarise themselves and to adhere to its requirements at all times. Where specific equipment is used, then H and S requirements must be adhered to at all times. Failure to follow such requirement will mean that, in the unlikely event of an accident or injury, they will NOT be covered by CMT insurance. Risk should be avoided at all times, particularly for lone working and a policy of self policing applies in all departments. Even volunteers are expected and indeed encouraged, to flag a danger or risk, and either do something about it or notify their team leader.

**Policies and Procedures**

All volunteers should familiarise themselves with the policies and procedures applicable to CMT. They are available on the web page and are reviewed every few years

# Change Record

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| **Date of Change:** | **Changed By:** | **Comments:** |
| Feb 2023 | AM | Policy approved by the Trustees |
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