



Clanfield Community Orchard

Working With Volunteers Policy & Code of Conduct

Introduction

Clanfield Community Orchard is a local resource: It is a collection of local and heritage fruit trees, a refuge for wildlife, a centre for festivities, and a place of quiet contemplation.

We hope that the experience of volunteering at Clanfield Community Orchard is enjoyable and thank you for your contribution to helping this community orchard to thrive.

It provides opportunities for volunteering through regular open days to:

- Manage the Clanfield Community Orchard site, facilities, and resources so that it can function as a community venue and be maintained in a pleasant, safe state.
- Protect and enhance the wildlife habitats.
- Provide opportunities for learning and sharing skills.
- Host community events for education, wellbeing, art, creativity and celebration.

Help is always welcome and the site offers a friendly, welcoming environment for a diverse range of people of all ages and ability to participate. Care of the site and facilities is a shared responsibility as there are no staff. A management group help to run the regular open days who can give advice on what needs doing around the site.

Code of conduct for volunteers

- Ensure safe practices are carried out whilst volunteering and be aware of potential hazards to avoid risks. Read the health and safety risk log. Report all accidents and near misses, which should be recorded in the site incident book.
- Take care of tools and equipment and clean and put away safely after use.
- Take recycling and rubbish away with you and use the compost-bays.
- Protect the wildlife habitats and keep to any designated pathways to protect the meadow grassland.
- Conserve water on site as much as possible, especially in summer and dry spells.
- Keep working areas tidy and help with clearing up when needed.
- Contribute to the ongoing maintenance of the site and resources.
- Be positive and helpful towards others. Give feedback and suggestions for the project in a constructive way.

- Respect confidentiality, equality, and respect for others. Represent the project and people in a positive light.
- Have fun and enjoy what the Community Orchard has to offer.

As a volunteer you can expect

- A clearly defined outline of tasks to be undertaken, and to be given tasks that you are capable of and that are of benefit to Clanfield Community Orchard.
- Opportunity to develop your creative ideas where practical and appropriate, and input into the development of the site and project goals.
- To be clear whom you should consult over any problem.
- To be treated fairly and with respect.
- A safe environment to carry out activities.

Insurance

Clanfield Community Orchard holds public liability insurance that covers any permitted activity that volunteers take part in. Personal property is not covered by this policy. Bonfires to burn surplus materials is not permitted. Use of machinery is not covered under the insurance policy or working at height.

Equal Opportunities

Clanfield Community Orchard strives to respect equality and diversity. We are committed to an environment where volunteers are free from discrimination on the grounds of race, ethnicity, religion, political beliefs, nationality, disability, gender, sexual orientation, gender reassignment or age.

In case of abuse/assault or aggression either verbally, physically or electronically

This is written for ensuring safety of all site users, volunteers and visitors.

Clanfield Community Orchard relies on volunteers fostering an environment of tolerance, understanding and respect of people and wildlife on the site. We therefore trust and ask that all volunteers upkeep this atmosphere conducive to wellbeing.

Clanfield Community Orchard management group reserves the right to exclude a person from the site where there has been a risk to safety and wellbeing of site users, until the matter can be resolved effectively.

Any person who behaves in an abusive (verbally or physically) manner or in a disruptive manner, will be asked to communicate with the management team in regard to their actions. Further action may be taken, for example, giving a warning followed by exclusion from the site, depending on the outcome.

Clanfield Community Orchard management group reserves the right to ask a person to leave the site if they consider that it would not be in the interests of that person or others in the group for them to stay on site.

Complaints Procedure

If you wish to raise a concern about the project or the actions of another volunteer please provide details of the concern or incident and report it to a member of the Clanfield Community Orchard management group. Please give your ideas or preference for a solution or what you would like to happen to help resolve the concern. As far as possible the matter should be kept confidential and your anonymity protected.

Adopted by the Trustees of Clanfield Community Orchard

Date: 22 February 2023