

KE Volunteer Policy and Agreement

Why Volunteers?

We recognise the value that volunteers bring to a place of employment. We cherish their knowledge and experience and hope that they learn from us as much as we do from them. Volunteers aid us in making the ratio high enough to provide high ratios of adults to young people.

Guiding Principles

- Volunteers should know who is designated as having responsibility for their support and supervision. Volunteers should have regular access to this person and this person should ensure that each volunteer is adequately supported.
- Volunteers should have a clear idea of the tasks they are asked to perform and the responsibility that goes with these tasks, in particular their responsibilities with regard to health and safety.
- To ensure fair representation of their needs and interests, volunteers should have access to and play a part in the decision-making process.
- Volunteers will be protected against exploitation of their interests. They will not be put under pressure to do work which goes against their principles.
- Volunteers will be protected against risks which occur as part of their duties. They are covered by Public Liability Insurance.
- Volunteers will not suffer financial loss as a result of their volunteering. They will be provided with adequate tools, equipment and materials to enable them to carry out their tasks.
- Volunteers will not be used to perform tasks currently or previously undertaken by paid staff.
- The relationship between paid workers and volunteers will be complementary and mutually beneficial.
- Volunteers may join a Trade Union and will be made aware that some Unions offer free membership to volunteers.
- Volunteers should familiarize themselves with all Policies and Procedures.

Kinda Education acknowledges and endorses the Volunteers' Charter (Annex A) which provides the basis for our policy for volunteers.

Job Description

At the beginning of the day, volunteers are involved in setting up for the day ahead. We gather wood, fill water vessels, check the woods for changes in the safety (for example whether new branches are hanging down), and unpack the necessary boxes from the shed. These might be crafty things, tools or cooking equipment. Once the children arrive our role is to hold an opening circle to speak openly. After that there is free play, with a stop for lunch, then a closing circle at the end of the session. After the end of the session, volunteers are asked for anything exciting or concerning they noticed about a play situation or a friendship or a child for the facilitators to note down, then when notes are made there is clearing up to do.

Recruitment and Inclusion

Kinda Education CIC welcomes volunteer applications from all areas of the community. People volunteer with Kinda for the widest possible reasons, bringing with them their experience, skills and dedication. Kinda respects and very much welcomes the opportunity to utilise this wealth of good will.

All volunteers will be asked to complete a standard volunteer application form (on Google Forms). We will always seek to meet individuals who are interested in a role that is needed when they are available at a practical time. Informal interviews are carried out to ensure that the person is suitable for the role in question and that they will be a suitable ambassador of Kinda. Selection procedures for individual volunteers must protect the group's interests and references are sought in most cases.

As the volunteer role involves working with or supporting children, young people, or vulnerable adults, that person will be required to undergo a Criminal Records Bureau check as part of our policy on safeguarding.

We have no upper age limit for volunteers.

Volunteer Management

1. The volunteer role is a gift relationship, binding only in honour, trust and mutual understanding. No enforceable obligation, contractual or otherwise, can be imposed on volunteers to attend, give or be set a minimum amount of time to carry out the tasks involved in their voluntary activity. Likewise Kinda Education cannot be compelled to provide either regular work or payment or other benefit for any activity undertaken by volunteers.
2. Although volunteers offer time freely and willingly without binding obligation, there is a presumption of mutual support and reliability. Reciprocal expectations are acknowledged – both of what Kinda Education expects of volunteers and what volunteers expect of Kinda Education.
3. The relationship between individual volunteers and Kinda Education will be recorded in a Volunteer Agreement (template at Annex B). A copy should be given to each volunteer before they commence their role with an office copy being retained in the Volunteering file. The expectation is that the Agreement will be created for each volunteer. But if, in specific circumstances an Agreement is not felt necessary then a note should be made on the Breathe HR system & volunteer spreadsheet.

4. It is important to ensure that there is a clear and ongoing dialogue between Kinda Education and its volunteers. This will help to ensure that over time, mutual understanding and expectations are sustained on a sound footing. In this way the risks of drift from the original aims and intentions of both parties can be minimised and if necessary mitigated.

5. All volunteers will be made aware of and have access to Kinda Education's relevant policies, including those relating to volunteering, health & safety, child protection and equal opportunities. Where volunteers may come into contact with young or vulnerable people then the appropriate DBS checks will be carried out.

6. The continuing need for the Volunteer support should be discussed on a quarterly basis between the Volunteer and the named KE Lead. This will help to ensure that both parties continue to be satisfied with the arrangement provide and that a shared understanding of the scope and nature of the support continues to operate effectively.

ANNEX A Volunteer Charter

The TUC and Volunteering England have signed a Volunteers' Charter to strengthen ties between paid staff and volunteers

The Charter was launched by TUC General Secretary Brendan Barber and Volunteering England Chief Executive Justin Davis Smith at a Parliamentary Reception at Westminster on Monday 7th December.

The Charter sets out a series of principles for employers to follow to encourage a good working relationship between volunteers, employers and paid staff.

The Charter principles include:

- all volunteering is undertaken by choice, and all individuals should have the right to volunteer, or not to volunteer;
- while volunteers should not normally receive or expect rewards for their activities, they should receive reasonable out of pocket expenses;
- the involvement of volunteers should complement and supplement the work of paid staff, and should not be used to displace paid staff or undercut their pay and conditions of service; and,
- all paid workers and volunteers should have access to training and development

The Charter recognises the value that the UK's 22 million volunteers make to the economy and wider society, which is estimated to be worth £23 billion every year.

ANNEX B KINDA EDUCATION – VOLUNTEER AGREEMENT

NAME OF VOLUNTEER:

KE CONTACT/Line Manager:

INTRODUCTION

This Volunteer Agreement applies to volunteers who support Kinda Education. It describes the arrangement between Kinda Education and the volunteer. We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

PART 1: OUR ORGANISATION

Your role as a volunteer is to assist us in _____ [insert short role description] and starts on _____ [date].

This volunteering role is designed to support Kinda Education to provide children with an holistic experience of education

You can expect Kinda Education to:

1. Induction and training

Provide a thorough induction on the work of Kinda Education, its staff, your volunteering role and the induction and/or training you need to meet the responsibilities of this role. (Annex C)

2. Supervision, support and flexibility

Explain the standards we expect for our services and to encourage and support you to achieve and maintain them. Provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems. Do our best to help you develop your volunteering role with us.

3. Expenses

To reimburse agreed expenses necessarily incurred in connection with your volunteering.

[List categories which might include: – Travel to and from home to Kinda Forest School accordance with our travel policy covering the for rules on methods of travel and car mileage allowances; Please keep all your receipts to give to us so that we can we reimburse your expenses.

4. Health and safety

Provide adequate training and feedback in support of our health and safety policy, a copy of which will be provided as part of your induction.

5. Insurance

Provide adequate insurance cover for volunteers whilst carrying out their volunteering roles which have been approved and authorised by Kinda Education.

6. Equality and Diversity

Ensure that all volunteers are dealt with in accordance with Kinda Education's Equality and Diversity Policy, a copy of which will be provided to you during your induction.

7. Problems

Try to resolve fairly any problems, complaints and difficulties you may have while you volunteer with us. In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in Kinda Education's Corporate Complaints Policy provided to you during your induction.

PART 2: THE VOLUNTEER

8. We expect you to:

Help Kinda Education fulfil the principles of kindness and permaculture within the forest school context to provide children with an holistic experience of education

Perform your volunteering role to the best of your ability.

Follow Kinda Education's procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and clients.

Maintain as absolutely confidential the information of the organisation and of its clients [and, if appropriate to sign the confidentiality statement which is a binding agreement].

Meet the time commitments and standards which have been mutually agreed to, and to give reasonable notice so other arrangements can be made when this is not possible.

If requested, to provide referees who may be contacted, and to agree to a DBS.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

DATE OF ISSUE: [insert date _____]

ANNEX C New Volunteer / Work Experience Induction checklist

Volunteer Name: _____

Date _____

General conduct

- I have passed an enhanced DBS check as organised by KE
- Timekeeping – I recognise my good timekeeping is important to the smooth running of KE and a good participant experience
- Appearance/ uniform – I will wear any KE uniform and ID badge I have been given as well as any appropriate PPE, therefore setting a good example to participants
- Language – I recognise the importance of using appropriate language around all members of the tribe.
- I agree to show no bias or discrimination towards anyone working at KE, (participant, staff or volunteer), regarding race, sex, religion, age or ability.
- Confidentiality – I recognise that our participants are vulnerable but feel safe at KE and because of this may share personal information. I will respect their privacy and not discuss anything shared by a participant outside of KE. I know I can approach a member of the team if I am concerned about/upset by, anything that has been shared with me.

Kali Wood Tour

- Toilet . Cabin . Tool Shed . Phone signal (for emergencies)

I have read the Kali Wood Site Risk Assessment and am familiar with any areas of hazard.

Health & Safety

- I know who the First Aiders are if I or a participant has an accident
- I know how to report a first aid issue with a participant
- I know who to go to with a Safeguarding Issue
- I have read KE generic activity Risk Assessments
 - a. Tool use
 - b. Fires & Cooking
 - c. Coppicing
 - d. Whittling
 - e. Any other risk assessments deemed necessary by the team
- I have read any Individual participant risk assessments as deemed necessary

- I have been made aware of the KE Challenging Behaviour policy, and feel confident in how I would respond to a participant exhibiting challenging behaviour in the first instance
- I have been shown appropriate procedures to maintain food hygiene when cooking and storing food for groups.

Address _____

Phone number/s _____

Email _____

Emergency contact (Name & number) _____

Dietary requirements/allergies _____

Medication (inc any information you would like _____

passed to a paramedic in case of emergency) _____

Anything else you feel we should be aware of: _____

Volunteer signature: _____

Date:

Staff member Signature: _____

Date: