



# Policy on Volunteering

**Approved :** August 2011  
**Review Date :** August 2012

If you have difficulty with sight, or if you require a translated copy of this policy, we would be pleased to provide the information in a form that suits your needs.

## **1. Introduction**

- 1.1 GREAT Gardens offers training in landscaping, grounds maintenance and horticulture. The training programmes provided by Great Gardens enable individuals to develop their skills and knowledge and aim to assist individuals to transform their lives through the range of projects on offer.
- 1.2 GREAT Gardens is committed to having an effective relationship with volunteers and aims to ensure that an individual's time is recognised as a significant and valuable contribution towards the work of GREAT Gardens.

## **2. Training and Development**

- 2.1 Anyone volunteering with GREAT Gardens will be provided with the training and guidance to carry out their role and will be encouraged to develop their skills and knowledge.

## **3. Health and Safety**

- 3.1 If you are volunteering with GREAT Gardens you will be given Health and Safety instruction on your first day as part of your induction programme. It is vitally important that you adhere to the instruction given as any breach of Health and Safety regulations will be treated seriously and could lead to your volunteering placement being terminated.

## **4. Insurance Cover**

- 4.1 All volunteers will be protected by GREAT Gardens insurance policies.

## **5. Protection of Vulnerable Groups**

- 5.1 Any individual over the age of 18 working closely with children or vulnerable adults will be supervised at all times. GREAT Gardens will consider obtaining Enhanced Disclosure or Protection of Vulnerable Groups certificate for volunteers, however, this will be dependent upon the nature of the work undertaken and supervisory arrangements in place.
- 5.2 If you are considering volunteering with GREAT Gardens and you have any criminal convictions (other than those spent under the Rehabilitation of Offenders Act) you must declare this, confidentially, to Govanhill Housing Association's Corporate Services & HR Manager using the form attached. Please ensure the form is submitted in a sealed envelope clearly marked 'Private and Confidential'.

## **6. Subsistence**

- 6.1 GREAT Gardens does not provide subsistence allowances to volunteers and does not meet travelling costs.
- 6.2 It will, however, be possible for GREAT Gardens to provide lunch in the form of sandwiches or similar.

## 7. Commitments

7.1 Great Gardens is a place where everyone is welcomed, is of equal value regardless of age, race, gender or beliefs.

7.2 GREAT Gardens' commitment to you:

- ⦿ You will be able to work in conditions that are safe
- ⦿ You will be part of an organisation that is non-discriminatory and fair
- ⦿ Your time will be appreciated and recognised
- ⦿ Your views matter and we welcome feedback and suggestions

7.3 What we expect of you when you are working as a volunteer:

- ⦿ You are encouraged to be open and honest.
- ⦿ You are expected to attend as agreed and must be punctual
- ⦿ No volunteer should be in possession of or under the influence of alcohol or drugs
- ⦿ Violence or threats of violence will not be tolerated
- ⦿ Discrimination will not be tolerated including sectarian behaviour
- ⦿ There must be no theft or vandalism.
- ⦿ Bad language will not be tolerated

## 8. Managing Expectations

8.1 When you are volunteering with GREAT Gardens you are expected to agree your working hours, holidays and breaks with the trainer/manager. This will assist GREAT Gardens staff in planning appropriate tasks to ensure you get the most out of your work with GREAT Gardens.

8.2 You are expected to inform the trainer/manager when you are unable to attend. If, for example, you were not well enough to attend you are required to advise GREAT Gardens staff as early as possible.

8.3 You are also expected to advise your trainer/manager of any changes to your circumstances which need to be taken into account, for example, changes in your health, social or professional condition.

8.4 All volunteers are expected to adhere to the terms of this policy and its associated day to day procedures.

8.5 If your volunteering is brought to an end by GREAT Gardens you will be advised of the reason. GREAT Gardens reserve the right to bring your volunteering to an end for the following reasons:

- ⦿ Limited availability of appropriate work
- ⦿ Breakdown of working relationships
- ⦿ Non adherence to this policy
- ⦿ Breach of health and safety at work policy and procedures
- ⦿ Any other appropriate reason