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## Abbey Physic Community Garden

Policy agreed	3 May 2012, 20 June 2016, Oct 2022
Date of next review	Oct 2024
Signed: Agreed by Trustees Oct 2022	

### Abbey Physic Community Garden Volunteer Policy

The Abbey Physic Community Garden is a charity run by members, which places the emphasis on the therapeutic benefits of horticultural and craft activities. Through our volunteers we are able to provide activities adapted to suit the individual needs of our member gardeners; to develop life skills and coping strategies, undertake training, achieve qualifications and pursue employment opportunities.

#### Statement of Intent

Volunteers are an important and valued part of the Abbey Physic Community Garden. We will do the best we can to make your volunteer experience with us both enjoyable and rewarding. This policy tells you what you can expect from us, and what we hope from you. We aim to be flexible, so please let us know if you would like to make any changes and we will do our best to accommodate them.

#### Part 1: The Organisation

You can expect the Abbey Physic Community Garden:

##### 1) Induction and training

- To provide a thorough induction on the work of the Abbey Physic Community Garden, its staff, your volunteering role and the induction and/or training you need to meet the responsibilities of this role.

##### 2) Supervision, support and flexibility

- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them.

- To provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems.
- To do our best to help you develop your volunteering role with us.

### **3) Health and Safety**

- To provide adequate training and feedback in support of our Health and Safety policy.

### **4) Insurance**

- To provide adequate insurance cover for volunteers whilst carrying out their volunteering roles which have been approved and authorised by us.

### **5) Equal Opportunities**

- To ensure that all volunteers are dealt with in accordance with our Equal Opportunities policy.

### **6) Problems**

- To 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 with the board of Trustees.

## **Part 2: The Volunteer**

### **We expect you:**

- To help The Abbey Physic Community Garden fulfill its aims of:
  - a. helping to relieve the needs of people with mental health problems and provide relief to those who are socially and economically disadvantaged;
  - b. placing an emphasis on therapeutic horticulture and craft activities
  - c. being a community space accessible to all
- To perform your volunteering role to the best of your ability;
- To follow the organisation's procedures and standards, including health and safety and equal opportunities, in relation to its staff, members and volunteers

- To maintain the confidential information of the organisation and of its members and visitors;
- To 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;
- To provide referees as agreed who may be contacted, and to agree to a DBS check being carried out where necessary.

This policy 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 intend any employment relationship to be created either now or at any time in the future.