

Volunteer Policy

Volunteers are a key part of the Tooting Common Heritage Project (TCHP) and we recognise that without their help and support, the project can not succeed.

Wandsworth Council (WC) wants to ensure that our volunteers are safe, confident and happy in the tasks they are undertaking for us.

This agreement tells you what you can expect from us, and what we hope for from you with regards to:

- Your role
- Your information
- Support and supervision
- Expenses
- Health and Safety
- Equality and Diversity
- Two-way feedback

1. Your role

We want to make sure you understand the kind of tasks you will be undertaking with us and are confident in your ability to do these effectively. Role descriptions are available on request for the four main tasks on the project:

- [Historical Research](#)
- [Wildlife Surveyor](#)
- [Veteran Tree Warden](#)
- [Visitor Surveyor](#)

2. Your information

The TCHP requires the completion of a short registration form – unless you are already registered with another voluntary organisation directly involved with the project. Your information will be held by Wandsworth Council for the duration of the project. We will only share contact details with our project partners and consultants, although you can request that we do not share your details at all.

In order to report back effectively to the Heritage Lottery Fund (HLF), it is important that you let us know how many hours you have volunteered for by completing the [relevant form](#). The project may ask for further information for HLF in the future.

3. Support and supervision

In order to help you carry out your role, as part of the TCHP a Volunteer Coordinator post is in place to assist with any queries. We will also work to ensure that we provide, or signpost, relevant training opportunities for areas in your role description for which you feel you lack the necessary skills or knowledge.

4. Expenses

We do not want our volunteers to be out of pocket when assisting us in their own free time. If you use public transport to take part in a voluntary role, please make sure you keep a receipt/ticket and make sure you fill out and return the expenses form. For Oyster Cards, journey receipts can be accessed online or at tube station help points. We can cover travel expenses up to a maximum value of £8.90 per day.

Other expense relevant to the role (photocopying etc.) will also be covered on agreement.

5. Health and Safety

It is of paramount concern to Wandsworth Council that our volunteers are not put at any risk during any part of their task. The Council has various Health and Safety Policies which are available on request. Each task has also been thoroughly Risk Assessed and these are also available for all volunteers. Some tasks may involve measures which it is the volunteer's responsibility to undertake.

During the undertaking of agreed duties for the TCHP, you will be covered by WC's Liability Insurance but are required to adhere to WC's practices and procedures.

6. Equality and Diversity

The TCHP will endeavour to make opportunities open to those from all backgrounds and will ensure that all volunteers are treated equally regardless of religion or belief, colour, race, nationality or ethnic or national origins, marital status, sex, sexual orientation, disability or age.

Wandsworth Council's Equal Opportunities Policy is available on request.

7. Two-way feedback

Wandsworth Council realises that volunteering is a two-way process and as part of the TCHP we will aim to offer you feedback and guidance with regards to your role and development.

We also understand the need maintain open lines of communication and discuss any grievances or issues that volunteers may have. In line with this policy volunteers have the right to discuss any concerns they may have.

If interested parties exist, we are happy to assist in the formation of a Volunteer Council to represent the volunteering body and liaise with the Volunteer Coordinator to provide a better and more complete volunteering experience.

We aim to be flexible, so please let contact the Volunteer Coordinator if you would like to make any changes and we will do our best to accommodate them.

We will be happy to provide character references for you if asked.

The TCHP will systematically monitor and evaluate its use of volunteers with reference to this Volunteer Policy on a bi-annual basis.

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Wandsworth Council

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