



Laganscape Volunteer Code of Practice



It is Lagan Valley Regional Park's intent that all volunteering activities are conducted in a positive, safe manner in which all volunteers can undertake roles in a productive and professional manner. It is with this intent that the Volunteer Code of practice is presented to contribute to good volunteering practices and standards of conduct. Below you will find some guidelines that we hope all volunteers will adhere to:

- If you are in doubt as to the safe method of doing any task, ask your supervisor for help or support.
- We aim to keep our equipment in good working condition if you're aware of a fault please discontinue use and let your supervisor know.
- If you feel ill, stop work and let your supervisor know.
- We will provide you with personal safety equipment: it's important that you wear it when carrying out certain roles.
- Always know the location of the nearest telephone in case of an accident.
- If you have an accident report to your supervisor and obtain first-aid. An accident report form must be completed in each case and given to your supervisor.
- The consumption of alcohol and drugs is strictly forbidden at any time.
- Smoking is not permitted inside any LVRP buildings.
- Volunteers are not permitted to operate LVRP vehicles due to current issuance arrangements.
- We would ask for safety reasons, volunteers do not use stairs in the Lock Keeper's Cottage.
- Volunteers will be supplied with a personal alarm for their safety. We recommend you keep it with you if you are lone working.
- Volunteers can refuse demands that they consider to be unrealistic, they don't believe they have the skills for or beyond the scope of their role.
- If for any reason volunteers feel threatened or vulnerable while staffing the Lock Keeper's Cottage they should leave immediately and contact LVRP staff on duty.
- Remember that throughout the entire volunteer experience, you are representing yourself and LVRP. Your actions will reflect on all of these parties. All volunteers are expected to conduct themselves in a friendly, courteous and professional manner.
- If a problem arises during your volunteer activity, please speak to the Volunteer Co-ordinator as soon as possible.