



Our Volunteer Policy

Introduction

This policy sets out the broad principles for volunteer involvement with Lagan Valley Regional Park. It is of relevance to everyone concerned with recruiting, supporting, developing and managing volunteers and promoting volunteer activity.

Values, principles and responsibilities of involving volunteers

- i. LVRP recognises volunteers as a core part of our team, with a distinct but complementary role to that of paid staff.
- ii. Volunteering is a two-way process. LVRP is therefore committed to managing volunteers in a way that ensures the needs of both parties are met.
- iii. The volunteer role is a 'gift relationship' binding only in honour, trust and understanding.

Recruitment

- Information about volunteer work will be made widely available, including information about volunteer projects, necessary skills and time commitment;
- Every effort will be made to match a volunteer's knowledge and skills to the projects available;
- Potential volunteers will be required to complete a registration form and you may be required to pop in for an informal chat about the role;
- LVRP's equal opportunities policy will be adhered to when recruiting and selecting volunteers;
- An access NI check may be required for some roles if working with children and vulnerable adults.

Induction

There will be an induction prepared and delivered by the Volunteer Coordinator for each role. Volunteers will be provided with clear role descriptions outlining the purpose, tasks and main expectations of their role. Each volunteer will be assigned a member of staff who will advise and guide them in their work.

As a volunteer, you can expect that...

- Your volunteering will be appreciated and recognized.
- You will be provided with all the information, equipment, resources and guidance required for you to carry out your volunteering role.
- You will be encouraged to develop in your volunteering role.
- You will be protected by LVRP's insurance policies.
- You will volunteer in conditions that are safe and healthy.
- You will volunteer in an organisation that is non-discriminatory and aims to be more diverse.
- We will help you to resolve any difficulties you may have with the organisation or your volunteering role.
- You are free to stop volunteering at any time.

Finding your feet

In order to make sure you are happy with your choice of placement, we will assess how you're getting on after 4 weeks. It will take the form of an informal chat and will give you a chance to identify training needs or voice any problems you may have. If there's any difficulty that can't be resolved (this is very rare) we can change your role or end the relationship for whatever reason.

Training & Development

Lagan Valley Regional Park is committed to the ongoing training and development of volunteers. Volunteers who have had a chance to fully experience their volunteer role and would like the chance to further develop their skills may have an opportunity for further training that is relevant to their role.

Support

The Volunteer Coordinator will offer support to new volunteers. There will be a briefing session at the beginning and a de-briefing at the end of each session. The Volunteer Coordinator will support all volunteers and will have regular meetings to discuss any problems or issues that may arise. All volunteers will be assigned a day to day volunteer supervisor.

Health & Safety

We have a duty of care to all volunteers and will take all reasonable steps to protect their health and safety at Lagan Valley Regional Park. Health and safety information and procedures will form a part of the core training & induction programme for all volunteers. Any accidents or near misses involving volunteers will be recorded in the Accident Book.

Insurance

All volunteers are covered by LVRP Employer's Liability insurance whilst actively engaged in LVRP business.

Data protection

Personal information recorded about volunteers will be stored and maintained with appropriate safeguards for confidentiality, complying with data protection legislation.

Copyright

We hope that volunteers will be happy to donate any original copyright works they may produce while volunteering.

Dealing with problems

We hope that any concerns or complaints from either party can be dealt with informally. Volunteers are encouraged to raise issues with the volunteer coordinator or other appropriate staff members. Where this is not possible we have a problem solving procedure in place. This procedure will help us to deal with issues fairly and consistently.

For further information on Laganscape, the park, events and much more go to:

www.laganvalley.co.uk

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