

The Hop Garden

Volunteer Policy



This document sets out The Hop Garden's policy for the recruitment and management of volunteers.

Policy statement

The Hop Garden CIC exists to encourage the local community to become more engaged in growing and eating local, sustainably produced fruit and vegetables and to promote a greener lifestyle through recycling, composting, reducing water use etc.

It is the aim of The Hop Garden CIC (The Hop Garden) to encourage volunteering. We believe that volunteering should be a happy, productive, safe and beneficial experience - both for volunteers and The Hop Garden.

Recruitment, induction and training

Recruitment

In recognising the importance of volunteers, The Hop Garden will identify a director (currently Sarah Cossom) to have responsibility for the recruitment, training, support and welfare of volunteers. Wherever possible, The Hop Garden will place advertisements in buildings that are open to everyone, and will ensure its premises are accessible to all.

Recruitment will be conducted by an informal interview with the person who will manage the volunteer. The volunteer's role will be agreed upon at this interview or at a later date. References may be requested, but there is flexibility regarding who can be named as a referee. If the Hop Garden needs to seek information about criminal records it will be as an aid to appropriate placement, not as a way of excluding anyone with a criminal record from volunteering.

The Hop Garden recognises that volunteering is not a substitute for paid work and should not be presented as such. The Hop Garden will offer the volunteer a supportive atmosphere and practical opportunities for the individual to grow in confidence and skills.

Induction and training

There will be an induction and trial period for all volunteers to give them a firm grounding in the values and ethos of the organisation, as well as its general practices. Training specific to the volunteer post will be delivered by a relevant director.

All volunteers will receive a volunteer leaflet (which includes contact details), general information about The Hop Garden and other information about The Hop Garden policies that they need to familiarise themselves with.

Volunteer management

Line management

Each volunteer will have a named person who will be responsible for supporting them throughout their time at The Hop Garden. Informal work review sessions will be undertaken regularly and are considered to be an important part of the volunteer's development. If the volunteer is on a placement, an exit interview will take place at the end to allow the volunteer to feed back on their experiences.

Key policies and documents

Expenses

Currently, The Hop Garden is not in a position to offer expenses, although this may be possible at a later date. However, refreshments are provided free of charge to volunteers, who are also able to take a selection of seasonal fruit and vegetables (where available) home with them as a 'thank you' for their work.

Insurance

Volunteers are covered by The Hop Garden's liability and personal accident insurance.

Equal Opportunities

The Hop Garden is firmly committed to diversity in all areas of its work. We are committed to developing and maintaining an organisation in which differing ideas, abilities, backgrounds and needs are supported and valued, and people with diverse backgrounds and experiences are able to participate and contribute. A copy of the equal opportunities policy is available upon request.

Resolving problems

The Hop Garden has a disciplinary and grievance procedure in place for volunteers, which is available upon request.

Health and Safety

The Hop Garden believes that the safety of volunteers is important. The Hop Garden will ensure, so far as is reasonably practicable, that no-one is exposed to risks to their health and safety while volunteering with The Hop Garden. A copy of the health and safety policy can be

made available to volunteers and health and safety will be an area covered during the induction period.

Child Protection

It is the policy of The Hop Garden to safeguard children and young people from physical, sexual and emotional harm while participating in Hop Garden activities. We take all reasonable steps to ensure that relevant procedures and training are implemented – thus ensuring that children and young people are in a safe environment.

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