



VOLUNTEER POLICY

Introduction

- Pontefract in Bloom (PiB) is a voluntary community group whose aim is to enhance Pontefract Town Centre and surrounding district through improved floral displays by obtaining grant funding and sponsorship and by encouraging community participation.
- PiB works closely with Wakefield Council in planning floral displays in the town centre and liaises closely with the Council concerning all its volunteer activities.
- PiB is sensitive to concerns about volunteer activity taking the jobs of Council workers; that is not our intention. Indeed if the Council had the money and staff to provide floral displays in the town centre to the standard desired by the local community there would be no need for PiB.
- The role of PiB is to mobilise community support in order to supplement the Council's limited resources by recruiting a volunteer force and acquiring funding.
- PiB will comply, co-operate and liaise with the Council with regard to national legislation and local byelaws concerning litter, anti-social behaviour, dog fouling and alcohol control, and also its policies on waste management and recycling.

The role of volunteers in PiB

- All the officers and committee members of FFVG are unpaid volunteers. The committee is supported by council officers and councillors.

- PiB was created by the local community through concerns that Wakefield Council no longer allocates funding to provide and maintain flowers in its towns, confining its horticultural activities to “sustainable planting”. Consequently, the involvement of volunteers is fundamental to achieving our aims.
- Volunteering with PiB provides the opportunity for individuals to contribute to the enhancement of our town centre.

Principles

This Volunteering Policy is governed by the following principles:

- Volunteers will not be used to replace council workers.
- PiB will ensure that volunteers receive an induction including instruction concerning the Council’s safe working practices.
- Volunteers will be able to do the sort of jobs suitable to their skills, experience and physical abilities, and which they will enjoy doing.
- When necessary, instruction in a particular task will be given and appropriate tools provided.
- PiB aims to provide the opportunity for young people to contribute to the local community and for their volunteering experience to enhance their curriculum vitae.

Children, young people and vulnerable adults

PiB welcomes the involvement of children, young people and vulnerable adults in its volunteering activities but only under the direct supervision of an authorised adult, such as the parent of the child, leader of a participating youth group, teacher of participating school children or the authorised carer of a vulnerable adult.

Volunteering duties with FFVG

- Volunteers helping PiB will be involved in general gardening and maintenance tasks that entail minimal risk, and will not be using dangerous equipment such as chain saws, or working at heights.
- There is also be the opportunity to be involved with other activities such as distributing leaflets.
- All volunteering activities will be arranged by the PiB committee and a committee member will be designated as the supervisor for that session.
- Volunteers are expected to wear appropriate clothing suited to the particular activity and weather and high visibility vests.

Recruitment

Formal interviews are not required. This volunteer policy will be made available to all volunteers.

Volunteer agreement

Each volunteer is asked to agree to these rules:

- That volunteer activities are confined to pre-arranged sessions with agreed work schedules.
- Individual activities not previously agreed with the PiB committee are not covered by PiB's public liability insurance and are at personal risk.
- Volunteers are ambassadors for PiB and should engage with the general public in a friendly and helpful manner.
- Relevant medical conditions and contact details in case of accident or emergencies occurring during volunteer activities to be made available.

Expenses

PiB has limited resources and will not normally reimburse travel or other expenses, except for special situations agreed by the committee.

Support

- A member of PiB committee will have the responsibility for volunteer coordination, will maintain the list of volunteers and be the main contact person for individual volunteers.
- There will be regular communication with all volunteers and their involvement with the group's plans and strategy will be encouraged.
- Volunteers are essential to PiB for achieving its aims; their contribution will be valued and acknowledged.
- We aim to support volunteers with special needs and will assess each case individually.
- References will be provided on request.

Insurance

PiB has public liability insurance which covers the involvement of volunteers for agreed pre-arranged activities.

Associated Policies:

- **Health and Safety**
- **Equal Opportunities**
- **Safeguarding**

PiB operates these policies and they are available to all volunteers, who will be expected to understand and comply with them.

Problem solving

PiB aims to identify and solve problems as early as possible. Following every volunteering session volunteers will be encouraged to report any problems and to give suggestions to the session supervisor. Any unresolved issues must be reported to the Chair of PiB and considered by the committee.

Contact information

- Chairperson: Colin White 01977 795074, mobile 07876234054
- Email: pontefractinbloom@gmail.com
- Twitter: [@pontefractinbl1](https://twitter.com/pontefractinbl1)
- Facebook: www.facebook.com/PontefractInBloom

POLICY APPROVAL

This Volunteer Policy was approved by the Committee of PiB

Signed by



**Colin White
Chairperson**