



Volunteer Policy

This policy sets out the broad principles for voluntary involvement in King Henry's Walk Garden. It is relevant for all within the charity, including volunteers, members, and those elected or appointed to positions of responsibility.

The volunteer ethos is central to the structure of King Henry's Walk Garden which is solely managed and maintained by its members and non-members on a voluntary basis.

The Friends of King Henry's Walk Garden are committed to equal opportunities and believe that volunteering should be open to all regardless of age, gender, ethnicity, ability, religion and political beliefs, in line with the garden's Equality Diversity and Inclusion policy

The Friends of King Henry's Walk Garden value the contribution made by volunteers and are committed to involving volunteers in appropriate positions and in ways which are encouraging and supportive

The friends of King Henry's Walk Garden welcomes all offers of help to assist the smooth running of the garden. Identifying volunteering opportunities are the responsibility of the Management Committee in the first instance.

The acceptance of volunteer assistance for a particular role will be made on suitability, the sole selection criterion being the individual's ability to carry out agreed tasks

The Friends of King Henry's Walk Garden recognise their responsibility to arrange volunteering efficiently and sensitively so that the volunteer's time is best used to the mutual advantage of all concerned.

Volunteering opportunities will be widely promoted in ways that make them accessible to all members of the community and volunteers will be properly briefed about the activities to be undertaken and given all the necessary information to enable them to perform with confidence.

Volunteers can claim reasonable out of pocket expenses, subject to the production of receipts as evidence of the expenditure while volunteering. What can be reclaimed from the Friends of King Henry's Walk Garden and the calculation of expenses will be explained to the volunteer before they start any activity likely to give rise to expenses.

The Friends of King Henry's Walk Garden's liability insurance policy include the activities of volunteers and liability towards them. However, it does not insure the volunteer's personal possessions against loss or damage.

The Friends of King Henry's Walk Garden seek to ensure that volunteers' views are heard, noted and acted upon promptly and aim for a positive and amicable solution based on the charity's guidelines for settling differences.



Rights and responsibilities

The Friends of King Henry's Walk Garden recognise the rights of volunteers to:

- Know what is (and what is not) expected of them
- Have adequate support in their volunteering
- Receive appreciation
- Have safe working conditions
- Be insured
- Know their rights and responsibilities if something goes wrong
- Receive relevant out-of-pocket expenses
- Receive appropriate training
- Be free from discrimination

The Friends of King Henry's Walk Garden expect volunteers to:

- Be reliable
- Be honest
- Respect confidentiality
- Make the most of training and support opportunities
- Carry out tasks in a way that reflects the aims and values of the Friends of King Henry's Walk Garden
- Work within agreed guidelines
- Respect the work of the Friends of King Henry's Walk Garden and not bring the charity into disrepute
- Comply with relevant Friends of King Henry's Walk Garden policies

This Statement is endorsed by the trustees of the Friends of King Henry's Walk Garden and will be reviewed annually, to ensure that it remains appropriate to the needs of King Henry's Walk Garden and its volunteers.

Date: January 2024