

Initiative for Nature Conservation Cymru (INCC)

Volunteer Policy



MENTER AR GYFER
CADWRAETH NATUR CYMRU



INITIATIVE FOR NATURE
CONSERVATION CYMRU

Initiative for Nature Conservation Cymru (INCC) Volunteer Policy

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Welcome to INCC:

The Initiative for Nature Conservation Cymru (INCC) believes that wildlife in Wales needs a louder voice and greater representation in society if we are to overcome the losses suffered by wildlife over the past Century. Volunteers can help be that voice and make the difference. Whether it is through campaigning, fundraising, research or practical nature conservation activities, every hour of your time you give and every pound that you help raise contributes toward our vision of a Wales with more wildlife in more places. Thank you.

Dr Elizabeth Chadwick
(Chairman)

Initiative for Nature Conservation Cymru (INCC)

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Volunteering with INCC

Our Commitment to Volunteers

Volunteers are a vital part of INCC and without them INCC wouldn't be able to speak out for wildlife. We don't receive any government funding for our core work so achieving our vision of a ***"Wales with more wildlife in more places"*** really does rely on the generosity of people. Volunteers are involved in all aspects of the charity, from the governance and awareness raising to research and fundraising.

Who is this Policy for?

This policy is for INCC volunteers who have already accepted an agreed role with the charity as well as potential volunteers who want to learn more.

The policy outlines the principles on which the relationship between volunteers and the charity is based, and provides the basic information about volunteering with us.

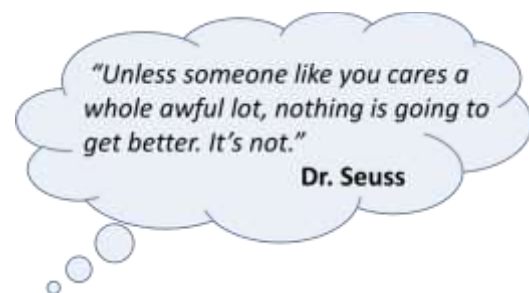
The volunteering relationship is a unique relationship based on trust. It doesn't involve the obligations associated with employment and no payment, other than the reimbursement of agreed expenses, is

made to people who give up their time to volunteer.

Recruitment and Selection

INCC welcomes and respects the breadth of experience, skills and knowledge that volunteers bring. We carry out informal interviews to ensure that the role is right for both parties. We'll base our selection on the ability of each applicant to carry out the role, taking into account any effect volunteering may have on the safety of all parties, our brand and reputation.

Some roles may require additional screening, for example if the role involves working with young people or access to confidential data.



Age

In most cases you will need to be over 16 years of age to volunteer independently and under 18s will be asked for parental / guardian consent. Younger people may get involved in some aspects of volunteering with us if they are accompanied by a responsible adult.

We do not have an upper age limit for volunteers but there may be situations that require us to ask someone to stop volunteering – for example when health issues are considered a risk to the person concerned or others around them.

Equal Opportunities and Diversity

You'll be volunteering in an organisation that is committed to creating and fostering a culture that promotes respect for each other and values individual differences. We will not condone, tolerate or ignore any form of discrimination or unacceptable behaviour.

Keeping in Touch

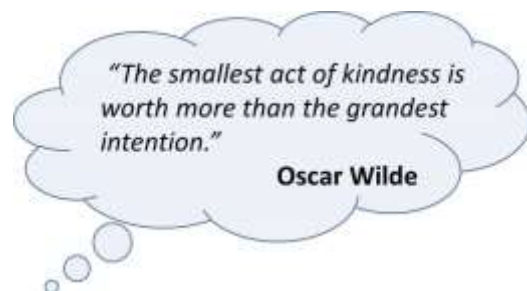
Your staff contact will be in touch with you according to the requirements of your role. Additionally, to keep on top of INCC's news and campaigns, you may want to like us on Facebook and follow us on Twitter.

Political Neutrality

INCC does not endorse or support any particular political party, and it's really important that we remain politically neutral. Please be mindful of this when carrying out your volunteering role.

Recording Your Time

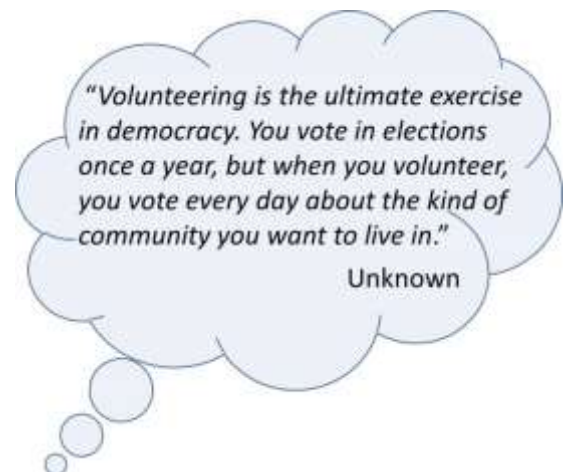
When volunteering with us, you'll be asked to fill in time-sheets so that we can acknowledge your input to the charity and help demonstrate INCC's effectiveness in delivering its objectives.



Our Commitment to Volunteers

We Will:

- Offer equal opportunities to everyone who wants to volunteer.
- Match your skills and experiences with the right role for you wherever possible, listening to your motivations and aspirations.
- Provide a clear volunteer description clarifying your role and responsibilities and the standards required.
- Offer appropriate training and support and encourage you to develop in your role.
- Celebrate success and recognise your contribution.
- Respect all volunteers and listen to what you have to say.
- Provide information about our research work, our policies and our procedures.
- Reimburse agreed out of pocket expenses.
- Make necessary arrangements to ensure your health, safety and welfare as a volunteer.
- Encourage a positive atmosphere to enable you to have the best volunteering experience possible.
- Listen to and act on your concerns if expectations aren't met.



Our Expectations of Volunteers

We Ask you To:

- Commit to our aims and values and be a positive advocate for INCC.
- Aim for high standards of efficiency, reliability and quality in your volunteering; giving the best of your skills and abilities.
- Treat everyone you come into contact with through your role with dignity and respect, understanding that no form of harassment, bullying or discrimination will be tolerated.
- Work in partnership with other volunteers, staff and general public.
- Support and act in accordance with our organisational policies, guidelines, procedures and management decisions - including all aspects of equal opportunities, health and safety, finance, data protection, safeguarding and use of our brand – and to ask if something isn't clear.
- Ensure that any funds raised for INCC are held in trust for the charity, and follow our accounting procedures.
- Respect and maintain confidentiality.
- Always consider and protect INCC's reputation, acting responsibly and within the law.
- Be accountable for your behaviour and actions and be open to receiving feedback.
- Let your staff contact know first if you have any problems so that we can find a solution together.
- Let your staff contact know if there are changes in your personal circumstances that may affect your volunteering.



Health and Safety

We're committed to ensuring your well-being and safety whilst you are volunteering. We expect our volunteers to contribute to maintaining a safe working environment.

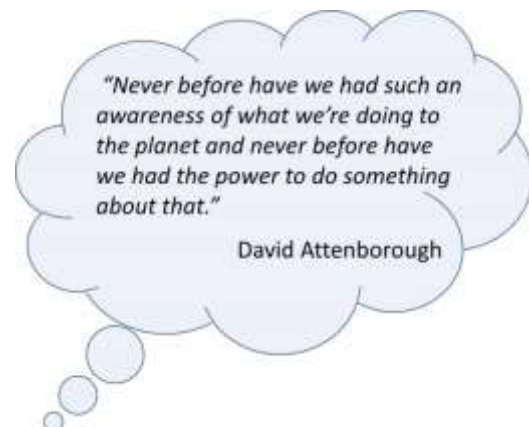
Whilst volunteering you must:

- Take reasonable care of the health and safety of yourself and other people who may be affected by your actions or omissions.
- Co-operate with staff by assisting them to fulfil their statutory duties.
- Follow the health and safety policy and measures put in place by INCC or any organisation whose premises you may be working on.
- Report any accidents/incidents or dangerous circumstances to a member of staff, whether or not anyone has been injured.
- Be aware of actions to take when an emergency situation arises and who to contact for support.
- Undertake health and safety training as requested by INCC and appropriate for your role and duties.

Copyright, Intellectual Property and Photography

The rights to any original works that you may produce in the course of your volunteering will belong to the charity, unless otherwise agreed. Examples of this include; photography, artwork, graphic design, written work, including the results of research.

We may use photographs of volunteers carrying out their roles for promotional purposes, for example in a leaflet or online. If you don't want us to use your image please make your staff contact /event photographer aware at the time.



Training and Development

You will have access to training or information to help you successfully carry out your volunteering role. You will be offered an appropriate induction including information about the volunteering environment and any equipment you may be using in your role. If you choose to take on an additional or alternative role, your staff contact will be happy to help widen or develop your skills and knowledge accordingly.

Data Protection and Confidentiality

We take great care to protect your information as part of our data protection responsibilities.

During your volunteering you may come into contact with personal, sensitive and commercially sensitive information relating to staff, volunteers, supporters and INCC's operational activity.

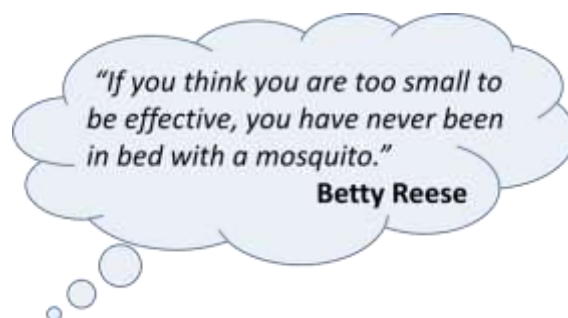
As a INCC volunteer we expect you to follow our data protection policy and the measures put in place to protect

this information and to ensure it's kept private and confidential at all times.

Social Media

Many of us have personal accounts on social media platforms to socialise and keep in touch with friends. You are expected to ensure that the information and opinions you share protects INCC's reputation and are not in conflict with our brand, guidelines and policies or could bring the organisation into disrepute.

- Use common sense when posting anything online.
- Only post things you would be happy to be repeated – remember what you say online can never be completely private and it's easy to link your social media profile to INCC even if it's not clearly stated on your profile.
- Respect confidentiality, data protection and personal privacy.



Expenses

Volunteers may request reimbursement of reasonable out-of-pocket expenses, such as travel costs. Payment of reasonable expenses must be authorised by your staff contact in advance and receipts or tickets will be required.

Insurance

INCC has appropriate types of insurance in place to cover our volunteers. These include employers' liability and public liability insurance that provide cover in the event of a volunteer being harmed due to the negligence of the charity or a third party being injured as a result of the actions of a volunteer whilst performing INCC duties. However, our insurance does not cover your personal belongings.

Using your own Vehicle

INCC does not provide motor insurance for volunteers. Driving in connection with volunteering is normally classified by insurers as 'social, domestic and pleasure' which is part of your standard

cover but we recommend that you check with your insurer.

If we have agreed to reimburse your expenses for travelling in your own vehicle, we use the government standard mileage rate, which includes an allowance for insurance as well as fuel, maintenance, tax etc.

Smoking and Substance Abuse

All INCC premises and events are smoke-free. Volunteers are asked not to smoke when wearing a badge, branded clothing or anything that would identify you with the charity.

Volunteering whilst under the influence of alcohol or drugs will not be accepted.

Media Relations

No comments or stories should be given directly to the media, unless your volunteer role specifically includes talking to the press or other local media. Generally, our media relations are handled by trained specialists and so any requests from the press etc. should be referred to your staff contact.

Resolving Concerns

We take your concerns seriously and we'll make every reasonable effort to resolve any difficulties. If you have any problems or complaints about your volunteering please take the following steps.

- Talk to your staff contact immediately.
- Your staff contact will hold an informal meeting with you and make every reasonable attempt to find a satisfactory solution.
- If informal approaches have been reasonably tried and failed to resolve the situation, or the complaint is about your staff contact, you should contact their line manager who will review the situation and suggest actions to resolve the situation.

Audit and Whistle Blowing

INCC is accountable to the Charity Commission and to the public who support us so generously. We have a responsibility to check and audit our activities to maintain our reputation as a trustworthy charity that manages donations honestly and efficiently. This

includes gifts of goods for sale in our shops and money raised by local fundraising groups. If you would like to know more, your staff contact will be able to inform you how we do this in practice.

If you find any member of staff or volunteer is behaving in a way that is likely to bring the charity into disrepute or cause financial loss, you should let your staff contact know immediately. If, for any reason, you would rather not talk to your staff contact, please call the confidential and independent Whistle Blowing Hotline free on 0800374199.

Safeguarding

We're committed to safeguarding the wellbeing of all staff, volunteers and service users who are involved in or are affected by our work.

Volunteers are expected to behave appropriately and all reasonable steps should be taken to avoid unsupervised access to a child or vulnerable adult. If you have any concerns regarding a child (i.e. anyone under the age of 18) or an adult during the course of your volunteering, please report your concerns to your staff contact.

