

# **Volunteering Protocol Parks**

agreement aims to ensure fairness and consistency and enable volunteers to know where they stand and what to expect (see appendix 1).

The agreement covers issues such as duties, representing the organisation, insurances, confidentiality, references and checks, training, expenses and terminating the agreement. Individuals who wish to work on a regular basis within the Parks Service and take on a recognised level of responsibility are required to sign the agreement. Normally this would follow an interview with the site manager to discuss the role, time commitments, etc and a six week probationary period under supervision. At the end of this period the volunteer will be advised as to their suitability and if appropriate the agreement will be signed. The decision of the site manager as to suitability is final.

### **Groups of Volunteers under Parks Supervision**

Groups that are supervised by an officer of Birmingham City Council or their agents, are covered by the City Council's public liability and employer's insurances. Birmingham City Council or their agents have a duty of care to ensure that volunteers are not exposed to risks to their health & safety. Volunteers will be given appropriate health and safety information, protective equipment, guidance and instruction to complete the task. All volunteers have a duty of care to themselves and others and any breach of good practice will be taken seriously.

Groups of this nature will not have unsupervised or repeated access to children and will not require a DBS check. Personal details will be required from volunteers for health and safety and equalities and performance monitoring purposes only.

### **Groups of Volunteers working on their own.**

Each volunteer event of this nature in Birmingham parks and open spaces will need to be approved by Parks and Nature Conservation. To work without supervision, the group will need to satisfy Birmingham City Council of the following:

- Supervision of the group by a suitably trained and competent named leader(s)
- Adequate and current Public Liability Insurance
- Accident and Emergency procedures/plan
- A work programme agreed with BCC and in line with the site management plan
- Risk Assessments
- DBS checks in place if working with young people

Approval for groups of volunteers to work on their own will be given by the Ranger Services Manager in consultation with Constituency Parks Managers and Parks Rangers.

### **Review**

This guidance will be reviewed at least on an annual basis or sooner if a health and safety issue arises.

**Officer Responsible for review:** Senior Ranger

**Date of Next Review:** April 2017

**Appendix 1  
Volunteering Protocol  
Parks Ranger Service**

**Volunteer Agreement**

5. No volunteer is the agent or representative of the City in any way or has any authority or right to assume any obligation of any kind on behalf of the City or to bind or commit the City in any way.

### **Insurance**

6. The City Council maintains insurance which it considers necessary which includes damage caused by its activities and those of its employees and volunteers who are undertaking authorised work for it. The insurance does not extend to unauthorised work carried out by the volunteer. It is therefore important that volunteers ensure that they comply with the conditions of the City Council's insurance and do not do anything which might result in the insurance being voided.
7. Volunteers are covered under the Employees' Liability section of the City Council's insurance which includes professional indemnity and public liability.
8. Regarding motor vehicle usage it is the responsibility of the volunteer to check if they are required to have business use on their insurance from their policy provider.

### **Motor vehicles**

9. If the volunteer is required to drive a motor vehicle in connection with the City

12.No volunteer may at any time make any statement about the City Council to the press or other form of public media except with the City Council's consent.

13.No volunteer may represent themselves as working for or in any way connected with the City Council or its activities after ceasing to be involved with the City Council's work.

**Data protection**

14.The volunteer consents to the holding and processing of personal data (including sensitive data) provided by them to the City Council for all purposes relating to their involvement with the City Council, including but not limited to administering and maintaining records.

**References**

15.The volunteer agrees to provide names of referees who may be contacted by the City Council. All volunteers will have to undergo CRB check prior to commencement of duties

**The Ranger Service's obligations:**

**Induction, training and support**

- 1. The Ranger Service agrees to provide induction and training on its staff, the volunteer's role and activities to be undertaken by the individual.
- 2. The Ranger Service will provide a means by which the volunteer is able to discuss their role and any successes or problems.
- 3. A senior manager from within the Ranger Service will be available in the event of a dispute arising on individual sites.

**Expenses (N/A)**

4. At present volunteers receive no salary, gratuity or payment in kind. Uniform and training will be provided where appropriate

The volunteer and the Ranger Service agree to comply with this agreement. So far as is practicable the volunteer will do what they have offered to do and at the times agreed from time to time, but both the volunteer and the Ranger Service recognise that the volunteer is not under any obligation to work for the Ranger Service at any particular time or at all. Similarly it is recognised that the Ranger Service may refuse the offer of services of any volunteer and to terminate any work being done by a volunteer at any time, with or without prior notice and without giving any reason. Neither the volunteer nor the Ranger Service intend any employment relationship to be created either now or at any time in the future.

Signed:.....

Name of volunteer:.....

Date:.....

Signed on behalf of the Ranger Service:.....

Name:.....

Date:.....

Last update 042016