



Royal Patron, HRH The Prince of Wales, Duke of Cornwall  
President, Lord Lieutenant of Cornwall, Colonel E T Bolitho OBE  
Chairman, Lt Col Richard Trant

## Volunteering Policy Dated: March 2023

The NCVO defines volunteering as *"any activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to, close relatives. Central to this definition is the fact that volunteering must be a choice freely made by each individual."*

*This can include formal activity undertaken through public, private and voluntary organisations as well as informal community participation and social action. Everyone has the right to volunteer and volunteering can have significant benefits for individuals."*

## Recruitment of volunteers

Volunteers can be recruited via the following methods:

- Word of mouth
- Personal recommendation
- Advertising in national or local press
- Online
- At events

Volunteers must complete a simple expression of interest form which is available on the website or in paper format at events. This form requests details of the potential activities that the individual may be interested in and simple contact details.

## Communication with volunteers

The recruitment form asks volunteers to provide their email address and telephone number. All communication is undertaken by email wherever possible.

Notification of volunteering opportunities or projects is made by email and/or the Trust's newsletters and social media.

Volunteers are asked to confirm that they are fit enough to undertake the tasks for which they have volunteered. They will also be asked to provide contact details in case of an emergency and to disclose any health issues which may affect them during their time with the Trust.

## Induction Process

According to the type of project, volunteers will receive a specific induction covering health and safety and receive full training prior to commencement of the tasks. All equipment will be provided by the Trust unless otherwise stated.

The Project Leader will supervise the volunteers throughout the project and will be responsible for ensuring their health and safety at all times.

### Management of Volunteers

Volunteers are the responsibility of the particular Project Leader. Any queries or issues may be raised via the CEO.

Volunteers will be provided with full details of the specific project and any kit or equipment that they will need to provide, e.g. stout boots. They will also be given contact details and relevant site addresses etc in advance.

### Expenses

Volunteers are entitled to have their out of pocket expenses met from the funds of the Trust. This will be publicised in advance of the event where appropriate.

(Please refer to the Trust's Expenses Policy.)

<b>Policy written by:</b>	Cathy Woolcock
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<b>Informed by:</b>	NCVO guidelines for volunteers