

Appendix 6.13 January 2019

Volunteer Policy

6.13.1 Recruitment of Volunteers

Volunteers self-refer by finding out about FoHCT through flyers, social media and local publicity and the church.

6.13.2 Induction, Training and Development

Induction, training and development opportunities are available at events, Gardening Mornings and prearranged workshops. From time to time additional training is available from outside organisations eg. TCV (The Conservation Volunteers).

6.13.3 Expenses

No expenses are reimbursed unless for items purchased by prior agreement with FoHCT.

6.13.4 Health and Safety

See Friends of Hornsey Church Tower (FoHCT) Management Plan Appendix 6.1.1, TCV's 'Safe Use of Tools', and summary of 'Safe Use of Tools'.

6.13.5 Volunteering

FoHCT welcomes all suggestions from volunteers and for volunteers to voice any concerns they may have.

6.13.6 Support

Informal support is available during Gardening Mornings and maintenance sessions.

6.13.7 Problem Solving

FoHCT encourage volunteers to identify and solve problems at the earliest possible opportunity. Any remaining issues can be referred to a FoHCT committee member.

6.13.8 Equal Opportunities

FoHCT operate an Equal Opportunities policy for all volunteers. Volunteers are expected to understand and commit to our Equal Opportunities Policy.

6.13.9 Insurance

All volunteers are covered by FoHCT's Public Liability Insurance, a copy of which is displayed in the crypt.

6.13.10 Confidentiality and Data

No personal information of volunteers is retained apart from email addresses and date and place of first engagement. Members' data is protected by the GDPR statement on www.hornseychurchtower.com.