

Marconi Ponds Volunteer Agreement

Introduction

Chelmsford City Council recognises that the work of volunteers is invaluable, and that they form part of a supportive partnership, with successes being achieved that could not otherwise be obtained by either group working alone.

Key Principles

This volunteer agreement is underpinned by the following principles:

1. Marconi Ponds is committed to equal opportunities for all volunteers.
2. Volunteers and staff will treat each other with respect and courtesy.
3. The Council will support its volunteers appropriate to their role.

Health and Safety

Volunteers will be given an outline of the tasks they will be undertaking. This will be a verbal briefing and if necessary, this will contain a reference to the Health and Safety Tool Handling sheets on display at the Pond Gates.

Support and Supervision

Volunteers will be asked to join a group working on the nature reserve and be able to ask questions of a committee member or person leading the group. Young people under 16 must be accompanied by a supervising adult.

Insurance

All volunteers are covered by the Council's insurance when they are on the Marconi Ponds Nature Reserve or engaged in agreed voluntary work for the Council.

Conduct

The Council aims for volunteers and staff to work together in a respectful and accountable manner.

Confidentiality

Volunteers are bound by the same guidelines regarding confidentiality as members of staff. Information about volunteers will be processed in accordance with the Data Protection Act.

Procedure for Resolving Issues

In the event of a problem, the Council has a Resolution Policy, please contact Jane Allnutt or Elgan Adlard for further details.

MARCONI PONDS VOLUNTEER

I have read and understood the Volunteer Agreement.

Signed

Print name

Date

If you would like any further information please contact
the Communications Officer, Jane Allnutt: janeallnutt@btinternet.com
or the Parks Representative, Elgan Adlard: elgan.adlard@chelmsford.gov.uk