

Mission statement of Edible Landscapes London Ltd (ELL)

The objects of the company shall be to carry on the industries, trades or business of:

- (a) provide a wildlife-friendly community space with a focus on environmental sustainability and forest gardening - growing food whilst increasing biodiversity and resilience;
- (b) increase awareness of and expertise in forest gardening and environmental sustainability; and
- (c) support local community food growing projects by donating propagated plants and offering advice for the benefit of the local community and wider environment.

Why we are involving volunteers

ELL is a volunteer-led project and we could not do any of the work we do without volunteers

Volunteers have been active in supporting the organisation by providing gardening assistance, and in a variety of other activities such as running training, maintaining the blog on the website, promoting our events and running sessions.

Volunteers bring special skills, experience and a community perspective to ELL.

Recruitment and Training of Volunteers

- When recruiting volunteers ELL is following equal opportunities policies as outlined in ELL's equal opportunities policy. There are some role descriptions for volunteers.
- All potential volunteers will give their emergency contact details, notice of any medication or allergies and sign photographic consent. This information is not stored confidentially but is accessible in case of emergency – this is made clear to volunteers.
- Any confidential information, e.g. mental health issues or medication, are recorded but stored securely.
- Volunteers who are members and directors give additional contact information which is stored confidentially.
- More experienced volunteers give an induction to new volunteers.

Supporting Volunteers

ELL is a predominantly volunteer-led project and volunteers are invited to become 'members' of the organisation, thereby gaining voting rights at meetings.

The volunteer problem solving procedure outlines ELL's disciplinary and grievance procedure. Volunteers will be made aware of this at their induction.

Health and Safety: ELL will ensure that volunteers are informed about Health and Safety measures as outlined in ELL's health and safety policy updated on changes and receive training as necessary.

Volunteers are invited to take part in a shared lunch on work days but are not obliged to bring food.

Responsibilities of volunteers towards ELL

Role description Volunteers should review their task description with volunteer leaders.

Confidentiality Any information given to a volunteer by or about other volunteers or the organisation should be treated as confidential.

Recording Any volunteer can have access to information about themselves in either written files or on ELL's computer database.

Equal Opportunities

Volunteers must provide an equal and professional service to all people they encounter regardless of their race, colour, nationality, ethnic or national origin, sex, marital status or caring responsibility, sexuality, age, physical or mental disability or mental health, political belief or religion, class, HIV status, employment status, unrelated criminal conviction.

Volunteers should, whenever possible, challenge discriminatory language or behaviour.

Lone working

Regular sessions which are open to the public will always be led by two session leaders who have completed an induction and take responsibility for leading the session and for health and safety issues for themselves and any volunteers.

On occasions some of our members may choose to work at the project outside of regular sessions. All members are expected to be aware of and behave responsibly for their own and others' health and safety. One aspect of this could be that they may find themselves alone in the garden - as there are no designated session leaders. We suggest the following under these circumstances ELL volunteers should:

- Be aware of who is working in the garden at all times;
- Keep the padlock on the gate locked so that only people who know the combination can get in;
- Let other people still working in the garden know the departure time and be aware if other volunteers will be left by themselves when they leave. In these circumstances, volunteers should make the potential lone volunteer aware of the situation. Ideally, both volunteers would leave at the same time;
- Inform other volunteers and ensure a friend or family member is aware that they are lone working;
- Carry a mobile phone with you at all times; and
- If you feel unsafe or vulnerable in any way leave immediately or seek help.

Monitoring this policy

Policy Review

This volunteer policy will be reviewed as an item at a general meeting once a year. All ELL volunteers and staff will be asked to contribute to the policy review and participate in target setting for the upcoming year. This policy and subsequent targets will be made available to all ELL volunteers and to all interested groups and individuals.

Date of Review: April 2020

Signature & Date:

Title:

Signature & Date

Title: