



## Volunteer Policy

Coleford Welcomes Walkers (CWW) is very grateful for your time in volunteering. Good common sense should always be at the forefront of any work undertaken when representing CWW as a volunteer. The safety of CWW volunteers is paramount and we are required by our insurers and those organisations that provide funding to make our volunteers mindful of the following whilst carrying out volunteer work on behalf of CWW:

- CWW is a voluntary group and is accredited to the National Walkers are Welcome Group.
- All volunteer & Committee work is un-paid, there are no paid staff.
- CWW is community led and is committed to creating a diverse and inclusive team of volunteers. CWW acknowledge that some of its work is not suitable for all but will facilitate where possible and in line with CWW's insurance policies.
- CWW has Public Liability (PL) Insurance which enables CWW volunteers to carry out "garden maintenance type work" on Public Rights of Way (PRoW), litter picking and organised events.
- CWW has permission from the Gloucester County Council (GCC) Public Rights of Way Officer, (PRoW) to carry out work on its footpaths and enables named volunteers (supplied to GCC) to carry out "garden maintenance type work", litter picking, repairs to PRoW furniture, installation of PRoW way markers & posts.
- *CWW has permission from the Forest of Dean District Council to carry out work on land it owns with prior approval from the Asset Team. The Chair or a designated CWW Committee member will confirm any work to be undertaken on their land. A map is available on request. (Imminent).*
- CWW is not permitted under its insurance, nor under the GCC's volunteer insurance to use any power tools (electric or battery operated) or tools such as a Hook, Scythe or similar.
- All tools used are the volunteer's responsibility to ensure they are suitable for the work at hand and they know how to use the tools.
- Appropriate clothing / footwear for the work in hand, safety goggles, gloves must be worn / used.
- The weather conditions should always be commensurate with the work in hand with each volunteer being responsible for their own provision of refreshments / sun cream / appropriate wear as above.
- Minors are not insured by CWW to carry out volunteer work. If a minor is present, they are the sole responsibility of their parent / guardian / carer.
- Items given to a volunteer by CWW, e.g., Hi-Viz Jacket remains the property of CWW and should be returned when you cease volunteering.
- Any costs incurred doing voluntary work must be pre-approved in writing (email will suffice) by the CWW Treasurer. No costs will be re-imbursed without this written approval.
- Litter picking can take place on any land so long as the disposal of said litter is in line with the Forest of Dean District Councils current policy, (*link to FODDC Litter pick risk assessment to be added here*) recycling where possible.
- Generally speaking, throughout the Forest of Dean, land more than 2m from the kerb side is deemed to belong to Forestry England. Therefore, permission is needed from Forestry England to carry out any litter picks or vegetation work (*currently being sought*).
- Work can only be undertaken on roadsides where the speed limit is less than 30 mph. When undertaking work on the roadside you must always wear a Hi-Viz jacket and face the on-coming traffic.



- Major vegetation clearance work will be carried out as group activity following a risk assessment, ensuring that the cutting back of vegetation has the approval of the land owner /appointed agency and is not on the Gloucester County Council Strimming list or planned works orders.
- Whilst the odd overgrown vegetation (brambles / stinging nettles / low branches etc) should be cut back throughout the year, be mindful of nesting time, end of March to end of September. During this time major cutting back is not permitted. The area should be checked for nesting birds prior to any minor work being carried out.
- Having taken advice from the police, if you are carrying sharp gardening tools (Secateurs / loppers) so long as you state you are a volunteer for CWW and can provide evidence to such you are not breaking any laws on this issue. You will be issued with a CWW Hi-Viz jacket.
- CWW's main focus is to clear / maintain PRoW & generally improve the aesthetics of the parish of Coleford.
- We aim to work in partnership with surrounding villages / towns to promote walking.
- Volunteers are encouraged to assist with CWW organised walking events.
- To promote CWW, volunteers are encouraged to post to social media regularly. All media posts should be relevant to Coleford, walking in the local area, promoting a local walking event / group. Any 3<sup>rd</sup> party shares should first be vetted & approved by a CWW Committee Member to ensure CWW knows who they are and the content of the share is appropriate, if in doubt ask first.

**Volunteer work should always be fun, even therapeutic and we hope that this will always be the case, if at any time you feel otherwise, please reach out to a CWW Committee Member who will work with you to resolve the issue in line with our Equality & Diversity Policy.**