

## BE EMPOWERED FARM FUTURES

### VOLUNTEER & CO-WORKER POLICY

Be Empowered Farm Futures believes that becoming a volunteer or Co-Worker can offer a real chance for people to gain a fulfilling experience whilst working in a pleasant, welcoming environment, gardening and growing in a Community Garden.

Volunteers and co-workers are crucial to the success and future of Be Empowered Farm Futures and will help us to achieve our vision of becoming an outstanding provider of support to vulnerable adults and young people with learning difficulties and Autism in our community.

Our aims are to provide a place where everyone will be listened to and heard, independence and improved wellbeing are actively promoted, irrespective of ability or disability. We will support individual needs and provide inspiring and stimulating activities. We are driven by the desire to provide a safe, therapeutic, happy learning experience for our vulnerable participants, with the goal of increasing skills, knowledge, self-confidence and self-esteem. We expect our volunteers and co-workers regardless of role, to share these in these aims.

- Volunteers and co-workers will undertake an induction on their first day
- Volunteers and co-workers will be given a named person who has responsibility for their support and supervision, and each volunteer/co-worker will have regular access to this person. This person will ensure that each volunteer is adequately supported.
- The induction process will include volunteers/co-workers being made aware of our policies and procedures with paramount focus on their health, safety and welfare.
- Volunteers and co-workers will have a clear idea of the tasks they are asked to perform and of the responsibility that goes with these tasks, in particular their responsibilities with regard to health and safety.
- Volunteers will be protected against exploitation of their interests. They will not be put under pressure to do work which goes against their principles.
- Volunteers will be protected against risks which occur as part of their duties. They are covered by Public Liability Insurance.
- Volunteers and Co-Workers will be provided with adequate tools, equipment and materials to enable them to carry out their tasks.
- As part of the induction process, volunteers and co-workers will be given full safety instruction for tools before use, PPE must be worn if necessary, which will be provided for by Be Empowered Farm Futures. Tools must be stored and transported safely in a box, bag or wheelbarrow.