

## Volunteer Policy

Easton Community Garden (ECG) would not exist without its voluntary members. The time, care and effort that our volunteers put into maintaining, supporting and evolving the garden and associated projects is greatly valued and indispensable.

### Key Contacts

Core Group Members – Session Coordinator, on the Day board

Link to the Facebook page

Website for access to the policies

### Directions to the Garden

Take the lane between 58 and 60 Gordon Road. ECG is situated next to East Park Trading Estate. BS5 7DR

### Gardening Days

ECG is open for regular community gardening days. Please check our website or Facebook page, or join our Whatsapp group to stay updated.

### Volunteer Roles

Voluntary members of ECG contribute to the running and maintenance of the garden in many ways. These include but are not limited to:

- Planting
- Weeding
- Pruning
- Maintenance
- Harvest
- Crop rotation (according to the rotation plan)
- Keeping the daybook/board up to date
- Cultivating the ECG social media presence and website
- Voting on policy and decision making at AGM and EGM

### Induction and Personal Details

All volunteers/users of ECG automatically belong to the general membership and will be given an induction to the garden. This includes a tour of the site, health and safety guidance, tool and equipment induction, and an introduction to ECG's processes and access to information about ECG's processes.

General members include anyone who volunteers at the garden. If a member wishes to volunteer regularly at ECG, it is recommended that they become a full member, by providing their email address and/or telephone number to enable communications about projects, events, AGMs and other relevant ECG news. This will be kept in a database in line with our Privacy and Data Protection Policy, which can be viewed on request.

If a general member wishes to become a voting member and to volunteer regularly at ECG, they should approach a volunteer Director who can outline the process for doing so.

### **Code of Conduct**

It is the responsibility of all volunteers/members to ensure that they:

- Do not attend the garden under the influence of drugs or alcohol (with the exception of prescription medication)
- Take an inclusive approach to engagement with the garden, treating all others with respect, and avoiding language that could offend or belittle another, in line with the ECG Equal Opportunities Policy
- Look after yourself in the garden: don't lift anything that's too heavy, be careful to always lift from the knees and observe tool safety. For guidance on health and safety procedures, see the ECG Health and Safety Policy. Being supportive of yourself also means not taking on a job you don't want to do and not doing anything you don't understand or staying in a situation you feel uncomfortable with. If you do have a concern or complaint that you would like to share regarding an interaction or experience in the garden, the ECG Complaints Policy sets out the procedure for this.

### **Tools and Equipment**

ECG has and maintains a range of tools which are available for use by volunteers. All ECG members are expected to use tools and equipment with care, to abide by health and safety precautions, and to clean and replace every item to its designated home after each use.

Easton Community Garden is not able to cover volunteer expenses. We offer a bring and share lunch, tea and coffee.

### **Health and Safety**

Health and safety guidance will be given on induction at the site. All volunteers/members must be mindful of health and safety procedures to avoid putting themselves, or others, at risk. The ECG Health and Safety Policy is available on request, and will be available to view on the ECG website at [www.EastonCommunityGarden.org.uk](http://www.EastonCommunityGarden.org.uk)

### **Equal Opportunities**

The ECG Equal Opportunities Policy is available on request, and will be available to view on the ECG website at [www.EastonCommunityGarden.org.uk](http://www.EastonCommunityGarden.org.uk)

### **Complaints**

The ECG Complaints Policy is available on request, and will be available to view on the ECG website at [www.EastonCommunityGarden.org.uk](http://www.EastonCommunityGarden.org.uk)

### **Compliments**

Everyone involved in the garden is giving their time for free. If you see something you think is going well, please let us know - it helps to keep everyone feeling good about their engagement in the garden!