

Robin Hood Garden

Volunteer Policy and Code of Conduct

Introduction

We hope that you enjoy your volunteering experience at Robin Hood Garden and thank you for your contribution to helping this urban wild space to thrive. The Robin Hood Garden aims are to:

- To Maintain and activate the community garden and connect with nature.
- Protect and enhance the wildlife habitats and contribute to our ecological management plan.
- Manage the site, land, facilities and resources so that it can function as a learning space and be maintained in a pleasant, safe condition.
- Grow delicious edibles, in a sustainable supportive way for nature.
- Host events for education and wellbeing. Sharing our experiences and ideas for creating and sustaining an urban wild space.
- To work in partnership with other local groups in pursuit of these aims.

Help is always welcome, and the site offers a friendly, welcoming environment for a diverse range of people of all ages and ability to participate. Care of the site and facilities is a shared responsibility as there are no staff. A small team of Site Leaders help to run the regular open days who can give guidance on what needs doing around the site.

Code of conduct for volunteers

- Contribute to the ongoing maintenance of the site by carrying out the required tasks to the best of your ability and help with clearing up at the end of sessions.
- Take care of tools and equipment and clean and put away safely after use. When using tools always keep them with you so that you can be responsible for them. Wear gloves when using sharp tools; Carry sharp tools closed and in a safe way; Clean and oil tools when finished; Return tools you have used to the container when you have finished.
- Take recycling and rubbish away with you and use the compost-bays / wormery for food-waste (except meat/fish).
- Protect the wildlife habitats and keep to the designated pathways to protect the delicate ecosystem.
- Ensure safe practices are carried out whilst volunteering and be aware of potential hazards to avoid risks. Site leaders will point out any risks. Report all accidents and near misses to the site leader, which should be recorded in the site incident book.
- Conserve water on site as much as possible, especially in summer and dry spells.
- Be positive and helpful towards others. Give feedback and suggestions for the project in a constructive way.
- Respect the emotional health of all garden users by leaving personal issues outside the gate and in any communications by message or email.
- Commit to confidentiality, equality and respect for others. Represent the project and people in a positive light.
- Have fun, share your ideas and enjoy what the project has to offer!

- Treat other volunteers and staff fairly and with dignity and to respect everyone equally.
- Keep open communications with the gardener and garden manager to ensure you are contributing to the seasonal and long-term goals of the garden.

As a volunteer you can expect

- A clearly defined outline of tasks to be undertaken, and to be given tasks that you are capable of and that are of benefit to Robin Hood Garden.
- Opportunity to develop your creative ideas where practical and appropriate, and input into the development of the site and project goals.
- To be clear whom you should consult over any problem.
- To be treated fairly and with respect.
- A safe environment to carry out activities.

Insurance

Robin Hood Garden holds public liability insurance that covers any permitted activity that volunteers take part in. Personal property is not covered by this policy. Children must be accompanied by a responsible adult.

Fires are not permitted on site in line with Hackney open spaces policy. No dogs on site.

Use of machinery is not covered under the insurance policy or working at height above 3m.

Equal Opportunities

Robin Hood Garden strives to respect equality and diversity. We are committed to working towards a policy where volunteers are free from discrimination on the grounds of race, ethnicity, religion, political beliefs, nationality, disability, gender, sexual orientation, gender reassignment or age.

In case of abuse/assault or aggression either verbally, physically or electronically

This is written for ensuring safety of all site users, volunteers and visitors.

Robin Hood Garden relies on volunteers fostering an environment of tolerance, understanding and respect of people and wildlife on the site. We therefore trust and ask that all volunteers upkeep this atmosphere conducive to wellbeing. This is sometimes referred to, as 'Earth Care, People Care, Fair Share'.

Robin Hood Garden management Team reserves the right to exclude a person where there has been a risk to safety and wellbeing of site users, until the matter can be resolved effectively.

Any person who behaves in an abusive (verbally or physically) manner or in a disruptive manner, will be asked to communicate with the RHG management team in regard to their actions. Further action may be taken, for example, giving a warning followed by exclusion from the site, depending on the outcome.

Additional detail: Robin Hood Garden management team or a site leader reserves the right to ask a person to leave the site if they consider that the safety and wellbeing of others in the group is at risk.

Complaints Procedure

If you wish to raise a concern about the project or the actions of another volunteer/member please provide details of the concern or incident and report it to a member of the Robin Hood Garden Management Team. Please give your ideas or preference for a solution or what you would like to happen to help resolve the concern. As far as possible the matter should be kept confidential, and your anonymity protected.