



Volunteers and Work Experience Guidance

Welcome to Fairfield Farm Trust

Thank you for your interest and support. We really value the time that you are able to volunteer to and know that our young people benefit greatly from your support. This information is aimed at helping you understand your role in respect of safety, security and safeguarding. It applies to all sites and property belonging to the Trust.

Volunteers at Fairfield Farm Trust's sites will be asked to complete online Safeguarding and Prevent training to help support you with your work and to develop an understanding of our process and policies. It is important that you follow this code to ensure the highest standards of safeguarding for all the young people in our care. If anything is unclear, please speak to your manager.

Safer Recruitment Checks

All Trust volunteers must adhere to Safer Recruitment practices. This means that you will need to:

- Complete an application form
- Provide identification
- Provide 2 references
- Complete a Disclosure and Barring Service (DBS) check
- Complete relevant Safeguarding training
- Complete relevant PREVENT training
- Complete relevant KCSIE training
- Undertake specific training where needed
- If you are a temporary volunteer, you may need to complete all the checks and as such you will be supervised and escorted around the sites. The manager in charge can advise on this.

DBS Checks

People who volunteers regularly with the Trust are required to undertake a DBS (formerly CRB) check. These checks are part our Safeguarding practices as outline in our policy and are a legal requirement: <https://www.hopenaturecentre.org.uk/wp-content/uploads/2019/11/Safeguarding-Policy.pdf>

Entering and Leaving the Site

All volunteers to the Trust must follow the procedures for signing in and out of premises. On entry or exit please:

Report to the main reception at college or the café at HNC and show your proof of identity (if required):

<https://www.hopenaturecentre.org.uk/wp-content/uploads/2020/01/Visitors-Policy.pdf>

- Sign in on the visitors' screen, including stating who you are visiting
- Wear your volunteer lanyard at all times
- Unless you are authorised to be on-site unaccompanied, please wait in the reception area until you are collected by the person you are visiting
- Sign out and hand in your lanyard
- If you visit the site regularly and have DBS clearance, you will still need to sign in and out for security/fire register purposes and show your ID.



Travelling to Fairfield Farm College and Hope Nature Centre

Both sites have a car park primarily for the use of permanent staff. We encourage volunteers to use the main car park or the overflow car park. However, if you are parking on the public road, please ensure that you park legally, safely and sensibly.

Fairfield Farm Trust aims to ensure good community relations. In addition to you potentially being fined by local traffic officers, parking in way which causes problems for neighbouring properties undermines that relationship.

Personal Property and Possessions

If you are bringing any valuables on site, please make sure you keep these safe as the Trust accepts no liability for any loss or damage.

Health & Safety

The Trust has a comprehensive Health and Safety Policy:

<https://www.hopenaturecentre.org.uk/wp-content/uploads/2019/11/Health-Safety-Policy.pdf>

Should you become aware of any Health and Safety Issues while you are on site, please report them to a member of staff.

Attendance

If there is any reason that you are unable to attend, please let us know as soon as possible so that we can make adjustments to our plans, on 01373 823028 or 01225 759075.

Accidents

In order to protect and support all our volunteers, you will be asked to record details of any accident by completing an accident report form. If you require First Aid please notify any member of staff who will ensure that a First Aider is called.

Fire Procedures

Fire evacuation procedures are practiced regularly:

<https://www.hopenaturecentre.org.uk/wp-content/uploads/2020/01/Fire-Emergency-Evacuation-Plan-Nov-2019.pdf>

In the event of a fire, your responsibility is to ensure your own safety by leaving through the nearest exit and making your way to the assembly point. Before starting as a volunteer please ensure that you know:

- The location of the assembly point
- The quickest means of evacuation from the site
- An alternative means of escape if the main exit route is unavailable
- The fire alarm signal – a continuous ringing bell
- The position of the nearest fire extinguishers
- If you discover a fire, operate the nearest fire alarm point without delay
- Fire exits and doors must not be blocked and the floors should be kept clear of trip hazards



- **On hearing the fire alarm:**
 - Always treat the alarm as a real emergency
 - Follow instructions for safe evacuation to the assembly point and do not stop to collect personal belongings
 - At the assembly point, make yourself known to the Fire Marshall who will be wearing a High Viz jacket to be marked as safely out of the building
 - Wait for further instructions before leaving the assembly point
- **Fire Extinguishers:**
 - As a volunteer you are not trained, nor are you expected, to use a fire extinguisher in the event of a fire. If you find that you are in a position where to protect yourself or others who wish to use one, please understand:
 - They are provided to protect emergency exit routes and help people to evacuate and to prevent people from becoming trapped
 - They can be used on small fires in their early stages – they are not a means of tackling a major blaze; DO NOT ATTEMPT TO FIGHT A FIRE unless you have no other choice
 - Not all fire extinguishers are effective on all fires. Some will have no effect or may make the fire worse. Their intended use is marked – before any attempt to use an extinguisher, ensure you use the correct type
 - If in doubt, get out.
 - Please note that the Trust operates a non-smoking policy, this includes E-cigarettes. There are designated smoking areas at the Hope Nature Centre.

Child or Vulnerable Adult Protection

Our Designated Safeguarding Lead is Dr Graeme Athey:

<https://www.hopenaturecentre.org.uk/wp-content/uploads/2020/01/Child-Protection-Policy.pdf>

Any concerns you have in relation to the welfare of a young person should be reported to Graeme at the earliest opportunity. As a volunteer you might:

- Overhear something a young person has said that makes you feel uncomfortable or concerned
- Have a young person directly disclose something to you
- Or observe something that concerns you regarding a young person's behaviour or appearance.
- In all cases, pass this on, however small, never feel guilty for reporting a concern; it is the right thing to do.

Confidentiality

Whilst on site you may hear or be told information which is confidential:

<https://www.hopenaturecentre.org.uk/wp-content/uploads/2020/01/6a.-Data-Protection-Policy-GDPR.pdf>

You should treat all information you hear as confidential. It is expected that all staff, including visitors and volunteers will not disclose confidential information inappropriately (i.e. outside of college or to someone who is not authorised to know it).

Whistleblowing

The Trust has a Whistleblowing Policy which explains the process you should follow if you feel there is a serious concern about the behaviour or action of another member of staff, volunteers or visitors.

<https://www.hopenaturecentre.org.uk/wp-content/uploads/2019/11/Whistle-Blowing-Policy.pdf>



Complaints

As a volunteer, you have the same rights as any other individual to make a complaint if you feel you have been treated unfairly or that a serious breach of policy has occurred. Your first point of reference should be the Principal or Deputy Principal. Please refer to the Trust's Complaints Policy <https://www.hopenaturecentre.org.uk/wp-content/uploads/2020/01/Complaints-Policy.pdf>

Policies

All our policies are available on our website <https://www.ffc.ac.uk/our-college/useful-links/>. Those of relevance to your role will be discussed with you.