# Volunteer Policy

EarthScape CIC | Approved: September 2026 | Review: September 2027

**Our commitment: practical, proportionate policies that help us create greener, safer and more inclusive neighbourhoods.**

## Purpose

Volunteers are an important part of EarthScape CIC's community work. This policy explains how we aim to provide safe, positive and meaningful volunteering opportunities while making clear that volunteering is not employment.

## Recruitment and suitability

Volunteer opportunities will be described clearly and filled fairly. We may use informal discussions, references or DBS checks where appropriate to the role. We will not ask volunteers to undertake tasks for which they are not suitable or appropriately supported.

## Induction and supervision

Volunteers will receive proportionate induction covering the activity, key contacts, health and safety, safeguarding, expected conduct, confidentiality and relevant project procedures. A named person will provide support or supervision.

## Expenses

Where a project budget allows, reasonable agreed out-of-pocket expenses may be reimbursed in line with EarthScape CIC arrangements. Volunteers should obtain approval before incurring significant costs and provide receipts where requested.

## Health, safety and insurance

Volunteers must follow risk assessments and safety instructions, use equipment appropriately and report accidents or hazards. EarthScape CIC will maintain insurance appropriate to its activities, subject to policy terms and conditions.

## Safeguarding and confidentiality

Volunteers must follow the Safeguarding Policy and protect confidential or personal information encountered through their role. Images, participant details and project information must not be shared inappropriately.

## Conduct

Volunteers are expected to treat others with dignity and respect, support inclusive participation, avoid conflicts of interest, and act in a way that protects EarthScape CIC's reputation and the communities we serve.

## Concerns and ending volunteering

Volunteers are encouraged to raise concerns early with their named contact. EarthScape CIC may end or pause a volunteering arrangement where there are safety, conduct, safeguarding, capability or project reasons. Volunteers may stop volunteering at any time.

## Review

This policy will be reviewed regularly and volunteer feedback will inform improvements to our arrangements.

**Questions or requests for an accessible version: earthscapecic@gmail.com**