

The River Thame Conservation Trust appreciates the help of volunteers to achieve its aims through survey work and practical work. This agreement describes the relationship between the River Thame Conservation Trust and the volunteer and ensures both the volunteer and the River Thame Conservation Trust are clear about expectations regarding communication, health & safety and other procedures.

Volunteers are defined as people who, whilst not employed by the River Thame Conservation Trust, have been assigned specific tasks on a voluntary basis, whose name and contact details are held centrally by the River Thame Conservation Trust and towards whom the organisation owes a duty of care.

#### River Thame Conservation Trust Contacts:

- General enquiries – [enquiries@riverthame.org](mailto:enquiries@riverthame.org)
- Hannah Worker, Project Officer, [hannah@riverthame.org](mailto:hannah@riverthame.org)

#### Insurance:

Work conducted by volunteers on behalf of the River Thame Conservation Trust is covered under the River Thame Conservation Trust public liability insurance policy.

#### Requirements:

Before conducting any work for the River Thame Conservation Trust, volunteers must read and apply the risk assessment procedure provided in the ***Volunteer Health and Safety Guidance*** and ***Lone Working Code of Practice***.

Volunteers are asked to fill in the **Volunteer Information Form** which identifies a person can be contacted in the event of an accident. Details of relevant medical problems or illnesses should be recorded here.

#### The River Thame Conservation Trust agrees to the following:

- To provide adequate information and training to allow the volunteer to perform assigned tasks.
- To provide health and safety information and PPE (personal protective equipment) necessary for the volunteer to undertake the task.
- To respect the skills and needs of the volunteer, and to do our best to adjust tasks to individual's requirements.
- To provide feedback to volunteers on the results of data they have gathered.

#### The volunteer agrees to the following:

- I understand that I am under no obligation to carry out voluntary work for the River Thame Conservation Trust, nor is the River Thame Conservation Trust obligated to use me as a volunteer.
- I understand that the work may involve manual activities outdoors, and I am fit and healthy enough to carry out the voluntary work that I will be involved in. I will inform the River Thame Conservation Trust of any special risks or requirements.
- I have received sufficient training and/or instructions to carry out the planned activities safely.
- I understand that I should not do anything that I do not feel able to do safely.
- I understand that I should not put others or myself in danger during the course of any voluntary activities.

- I have read and understood the River Thame Conservation Trust's **Volunteer Risk Assessment** and **Lone Working Code of Practice** documents.
- I agree to read and implement the **Biosecurity Information** for Volunteers to protect the health of the water bodies I am surveying.
- I consent to my personal details being held by the River Thame Conservation Trust, including in electronic form and for the River Thame Conservation Trust to be able to contact me about volunteering opportunities and work updates. Volunteer details will not be passed onto a third parties without the consent of the volunteer.
- I understand that any data I collect will be stored by the River Thame Conservation Trust. Records may be sent to National Biodiversity Network LINK, Local Record Centres and natural recording groups.
- I agree to look after and return equipment loaned to me by the River Thame Conservation Trust when asked or when I stop volunteering for the Trust.

### Signed by volunteer

Name:

Signature:

Date:

### Signed on behalf of River Thame Conservation Trust

Name:

*Hannah Worker*

Signature:



Date:

02/07/18