

Brampton 2 Zero Volunteers Policy APPROVED

Document Owner	Chair
Approval Responsibility	Directors
Review period	Every year
Version	1.0
Changes	
Approved	Approved 26th March 2022

1. All volunteers should complete the B2Z volunteer's agreement.
2. Official B2Z volunteer activities should be led by a director and approved leader of activity.
3. A risk assessment must be completed by the lead volunteer before the activity takes place and sent to the chair of the directors 1 week before.
4. The B2Z activities will be organised by a lead volunteer, a B2Z director or an approved contractor eg woodlands consultant (ie environmental consultant). The director/ B2Z approved contractor must sign that they have received and read/ understood the B2Z safeguarding policy.
The safeguarding is the responsibility of the B2Z director The activity (risk assessment) is the responsibility of the lead volunteer.
5. A DBS certificate will be required by the activity leader if the participants include vulnerable adults. No under 18 year old unless accompanied and under the responsibility of an adult are included with volunteering activities.
6. A list of volunteers with their emergency numbers will be supplied to the lead volunteer by the Chair of B2Z before the event.
7. The information from volunteer forms will be kept in a secure place by the chair of directors in accordance with the [B2Z GDPR policy](#).
8. This should be renewed every year.

Associated documents:

- B 2 Z Volunteer agreement form: [LINK](#)
- B2Z Lead volunteer agreement: [LINK](#)

- Children and Vulnerable adult risk assessment if applicable: [LINK](#)
- Safeguarding incident reporting form: [LINK](#)