

PACE (Practical Actions for Climate and the Environment)

Volunteering Policy

1. Introduction

Volunteers enable PACE Manningtree to achieve its aims, its projects and activities. The charitable objects of PACE are:

To promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment, particularly but not exclusively in Manningtree, by carrying out local environmental conservation action such as tree planting, litter picking, pavement weeding, the use of an electric cargo bike to demonstrate low carbon transport, water quality sampling and other initiatives considered suitable by the trustees.

To advance the education of the public, particularly but not exclusively in Manningtree, in the conservation, protection and improvement of the physical and natural environment for the public benefit, through presentations, meetings and other educational events or means as the trustees may determine.

The organisation is committed to volunteering. It treats its volunteers with respect and fairness and sets out to make sure that volunteers can find a role which suits them and the time they can offer. PACE is very appreciative for whatever commitment each volunteer can make.

2. Objective of this policy

The objective is to establish a consistent approach to volunteering in PACE, to explain how volunteers are brought into the many and varied activities of the organisation, what volunteers can expect from PACE and what PACE expects from volunteers. We all need to understand that, as a registered charity, we must follow various procedures such as Health and Safety, Safeguarding, Insurance etc.

3. How volunteers get involved with PACE

PACE has charitable objects as set out above and these seek to reduce and reverse the impacts of climate change and to improve the environment for wildlife and people in the local area by carrying out

practical actions. We want the whole community to be involved in these practical actions, but we have limited resources so the PACE trustees, following discussion with our volunteers, agree to a number of projects and actions which we think are achievable within a period of about 5 years. PACE encourages volunteers to support these various projects and actions. Volunteers can put themselves forward bearing in mind their own skills and capabilities. In addition PACE will seek volunteers with the right skills and capabilities for particular projects and actions.

For most projects there is a Project Lead so volunteers can discuss particular roles, and work out what suits them best. For some tasks we will write role descriptions to assist volunteers being placed in the roles which best suit them.

4. What you as a volunteer can expect from PACE

- that this Volunteering Policy applies to every volunteer irrespective of their race, ethnic origin, nationality, gender, sexual orientation, culture, religion, age or disability;
- that every effort is made, both by PACE and you, to ensure you are placed in a volunteer role for which you are well suited;
- to provide you with an introduction and ongoing support in the role and provide the materials you need to undertake your volunteer work and, if necessary, any specific training and equipment which is needed;
- to be flexible in terms of your personal circumstances;
- to keep you informed about PACE projects and activities and matters that effect your volunteer role;
- to provide you with appropriate insurance cover for your volunteer role;
- to be clear about any expenses and how you can claim approved expenses;
- to enable you to put forward your views and raise any concerns you may have, and if you have a complaint to explain our complaints procedure;
- to store any confidential and personal details in line with good Data Protection Rules;

5. What PACE expects from you as a Volunteer

- that you carry out your volunteer role to the best of your ability;

- to work within the charitable objects of PACE and keep to important guidelines and policies such as Health and Safety, Safeguarding of Children and Vulnerable Adults, Code of Conduct for PACE Volunteers and Staff;

- if you have access to confidential information through your volunteer role that you keep this information confidential;

- that if you use your own tools, clothing, materials, equipment or transport (use which is be greatly appreciated by PACE), that you ensure that they are in a safe condition for yourself and others and particularly that any electrical equipment is safe and PAT tested and that any vehicle is safe and appropriately insured for PACE work (most vehicle insurers require you to inform them of such charitable work and do not ask for an additional premium, however some do, so it is important for volunteers to check with their insurers if they are going to use their own vehicle on PACE business);

- if you are leading an activity then you must be aware of the need to look after your own safety and protection;

- you should not normally work alone as a volunteer, and if you have to do so you must be aware of the risks of working alone and take precautions to reduce such risks: for example informing others when you are leaving, your destination and your expected return, and ensuring you are carrying a charged mobile phone;

- if you do have any concerns then raise these in confidence with the Project Lead or with one of the PACE Trustees.

6. Young volunteers

If children and young people under the age of 18 wish to volunteer with PACE the requirements of the PACE Safeguarding Policy must be followed. The following is the relevant section (6.1.2) of the policy:

- If an under-18 wants to volunteer with a PACE project this may constitute regulated activity (*See Appendix 1 of the PACE Safeguarding Policy.*) in which case the adults responsible must follow the requirements set out in section 4 of the PACE Safeguarding Policy.
- An electronic consent form must be completed before the volunteering commences (whether or not the young person will be accompanied by their parent/carer). *See Appendix 4 of the PACE Safeguarding Policy.*

- Required ratio of adults to children/young people when children or young people are volunteering with PACE:

10-17 YEARS		
TRIPS/ACTIVITIES	MEETINGS	ADULTS
Up to 8	Up to 10	Minimum 2
9-16	11-20	Minimum 3
17-24	21-30	Minimum 4
25-32	31-40	Minimum 5
33-40	41-50	Minimum 6

- If it is necessary to transport under-18-year-olds, there should be at least 2 adults in the vehicle, and the young person should travel in the back seat. Anyone transporting young people should have business use on their insurance. (Drivers under the age of 21 should not transport other young people.)

7. Recognition of Volunteers

PACE greatly appreciates and values the contributions made by volunteers and the charity would not be effective without volunteering. We aim to take opportunities to thank volunteers when these arise.

8. Other Key Policy Documents

These are available on the PACE Website: Safeguarding Policy, Health and Safety Policy, Risk Assessments, Complaints Procedure, Volunteering Policy, Equality Policy, Accident or Incident Report Form, Whistleblowing Policy, Data Protection Policy.

9. Review of this Policy

The Board of trustees will review this policy at least every 2 years
Last Review: 12 March 2026