

FRIENDS OF BROOMFIELD PARK

Volunteer Policy

Version 1.5
Date:25/3/2026

1. Purpose

This policy sets out how Friends of Broomfield Park (FoBP) manages its volunteers, including how volunteers are registered, what they are authorised to do, and how they are protected by FoBP's insurance arrangements. It applies to all FoBP groups and their leaders.

Important: The insurance policy is held in the name of Friends of Broomfield Park. FoBP is therefore the authority responsible for authorising volunteers and ensuring that all volunteering activity is properly recorded and managed in accordance with this policy and the insurance requirements.

2. Definition of an Authorised Volunteer

An authorised volunteer is any person who:

- Has been accepted by Friends of Broomfield Park to carry out approved activities on its behalf
- Has been registered under the delegated responsibility of a group lead and subsequently by the FoBP Volunteer Coordinator in the name of Friends of Broomfield Park
- Is carrying out activities that are covered by Friends of Broomfield Park insurances
- Is acting under the direction of a FoBP group leader at the time of the activity

This definition is important because FoBP's Public Liability Insurance is held in the name of Friends of Broomfield Park and covers authorised volunteers as defined above. It is FoBP as an organisation, using its delegated authority to group leaders, that provides the authorisation that triggers insurance cover.

Authority of Group Leaders

Group leaders are authorised by Friends of Broomfield Park to accept and register new volunteers on FoBP's behalf. When a group leader accepts a new volunteer, they do so as a representative of FoBP - the acceptance is FoBP's acceptance, not a personal decision of the group leader. Group leaders therefore have the authority to authorise volunteers, but

exercise that authority solely as representatives of Friends of Broomfield Park as the insured organisation.

Important: A volunteer accepted by a group leader has been accepted by FoBP. However the registration is only complete, and the volunteer formally on record, when the group leader has informed the Volunteer Coordinator and the central register has been updated. Group leaders must therefore notify the Volunteer Coordinator promptly after accepting any new volunteer.

The following people are NOT covered by FoBP's insurance:

- Members of FoBP who are not registered as active volunteers
- Members of the public who join in spontaneously without being recorded
- People carrying out their own activities independently in the park without FoBP authorisation
- People acting outside the scope of activities approved by FoBP

3. Volunteering and Membership

Important: Membership and volunteering are entirely separate things.

Volunteers do not need to be members of FoBP to be covered by our insurance.

FoBP membership does not in itself provide any insurance cover.

What triggers insurance cover is registration as an authorised volunteer by a group lead (and subsequently the Volunteer Coordinator) in the name of Friends of Broomfield Park - not membership.

FoBP offers free membership to all volunteers and encourages everyone to sign up, as it helps maintain contact and keeps volunteers connected to the wider Friends group. However, volunteers and group leaders must clearly understand that it is registration as a volunteer with FoBP, not membership, that provides insurance protection for the activities they perform.

4. Who is a Volunteer

A volunteer is someone who offers their time to carry out activities on behalf of Friends of Broomfield Park without payment. Volunteers must register with a group lead to be covered by our insurances. Volunteers need only register once and will then be covered for any activities organised within FoBP.

Volunteers may include:

- Regular members of a FoBP working group
- People who assist at specific events or sessions organised by FoBP
- People who carry out approved tasks under the direction of a FoBP group leader

In all cases the volunteer must be acting on behalf of and under the authority of Friends of Broomfield Park for insurance cover to apply.

Members of the public who participate in activities or events organised by FoBP, such as bulb planting, can be regarded as volunteers if they have been formally recorded as such by an FoBP organiser and are acting under their direction and control.

Otherwise, they should be treated as attendees at a FoBP event. As such, any accidental injury to participants or damage arising from the event would fall under the Public Liability section of the insurance policy, which covers the organisation's legal liability for bodily injury to members of the public or damage to their property occurring in connection with FoBP activities.

5. Responsibilities of Friends of Broomfield Park

As the organisation in whose name the insurance is held, Friends of Broomfield Park is a charity responsible for:

- Maintaining overall authority over who is and is not an authorised volunteer
- Ensuring that the Volunteer Coordinator maintains an accurate and up to date central register of all authorised volunteers
- Ensuring that all volunteering activity carried out in the name of FoBP falls within the scope of the insurance policy
- Communicating clearly to all group leaders and volunteers what is and is not covered
- Reviewing this policy annually and whenever there is a significant change to insurance arrangements or volunteering activities
- Liaising with the insurance broker or company on all insurance related matters

6. Responsibilities of Group Leaders

Group leaders act as representatives of Friends of Broomfield Park in managing their volunteer groups. In this capacity, group leaders have the authority to accept and register new volunteers on behalf of FoBP. This is a delegated authority - group leaders act for FoBP, not independently of it, and all registrations they make are made in the name of Friends of Broomfield Park as the insured organisation.

Group leaders are responsible for:

- Accepting new volunteers into their group as representatives of FoBP, and ensuring new volunteers understand what they are being asked to do and what their authorisation covers
- Informing the Volunteer Coordinator of the details of every new volunteer promptly, using the Volunteer Registration Form at Appendix A, so that the central register held by FoBP can be updated
- Providing every new volunteer with a copy of the Employer's Liability Insurance Certificate, which is available from the Volunteer Coordinator and published on the FoBP website at <https://www.fobp.uk/aboutFoBP>
- Notifying the Volunteer Coordinator when a volunteer leaves or stops participating regularly
- Confirming their group's current volunteer list with the Volunteer Coordinator annually, and as new volunteers joins, leaves or if there are any other changes

- Ensuring volunteers only carry out activities approved by FoBP
- Directing or supervising volunteers appropriately to ensure safe working practices and compliance with FoBP policies at all times
- Managing sign-in sheets for any one-off or public volunteering sessions and submitting them to the Volunteer Coordinator promptly afterwards
- Obtaining written confirmation of insurance from any external organisation bringing volunteers under 16 to participate in FoBP activities, on behalf of FoBP

Note: Group leaders register volunteers as representatives of FoBP. A volunteer who has been accepted by a group leader has been accepted by FoBP. However, the formal record is only complete when the Volunteer Coordinator has been informed and the central register updated. Group leaders must therefore ensure they inform the Volunteer Coordinator promptly after accepting any new volunteer.

Note: Every new volunteer must be given a copy of the Employers' Liability Insurance Certificate by their group leader. Issuing this is a legal requirement. Copies are available from the group lead, Volunteer Coordinator and the [FoBP website](#).

7. Responsibilities of the Volunteer Coordinator

The Volunteer Coordinator acts on behalf of Friends of Broomfield Park and is responsible for maintaining the central record of all authorised volunteers. While group leaders have the authority to accept and register volunteers as FoBP representatives, it is the Volunteer Coordinator who maintains the formal central register in the name of FoBP. The Volunteer Coordinator is responsible for:

- Maintaining a central register of all volunteers authorised by FoBP across all groups, updated promptly whenever notification is received from a group leader
- Keeping volunteer records up to date as notified by group leaders
- Contacting group leaders annually to confirm current volunteer lists
- Retaining volunteer records for a minimum of six years after a volunteer's last active date, in case of any future insurance claim
- Providing group leaders with copies of the Employers' Liability Insurance Certificate to distribute to new volunteers, and ensuring it is published and kept up to date on the FoBP website <https://www.fobp.uk/aboutFoBP>
- Liaising between FoBP and insurance broker on any insurance related queries
- Receiving and retaining sign-in sheets from one-off events
- Receiving and retaining insurance confirmation documents from external organisations bringing under-16 volunteers
- Notifying the FoBP committee of any issues or gaps in volunteer registration that could affect insurance cover

8. Volunteer Registration Details

The following information must be provided to the group lead for every volunteer to be formally authorised by Friends of Broomfield Park. **Registration is only required once**, unless there are any changes in details.

Personal Details

- First Name, Surname
- Address and post code
- Email address
- Phone contact
- Emergency contact

Volunteering Details

- Name of the FoBP group/s they are volunteering with
- Name of their group leader/s
- Date they started volunteering with FoBP
- Description of the activities they will be carrying out on behalf of FoBP
- *NB Volunteers only need to register once to be covered by insurance for all FOBP groups.*

Administrative

- Date registered with the Group Lead
- Date Volunteer Coordinator informed
- Whether free FoBP membership has been offered

This information will be held securely by FoBP in accordance with its Data Protection Policy and will only be used for volunteer management and insurance purposes.

9. One-Off and Public Volunteering Sessions

Where FoBP organises or participates in a one-off volunteering session - such as a planting day, litter pick or similar event - the following applies:

- The group leader must notify the Volunteer Coordinator in advance of the event on behalf of FoBP
- A sign-in sheet must be used on the day, recording the full name and date of birth of every participant
- The sign-in sheet must be submitted to the Volunteer Coordinator within five working days of the event
- By signing in, participants are recorded as having carried out the activity under the authority of Friends of Broomfield Park and will be treated as authorised volunteers for that session

Important: Participants who simply turn up without being recorded on the sign-in sheet cannot be treated as having been authorised by FoBP and will not be covered by FoBP's insurance.

10. What Volunteers Are Covered For

FoBP's insurance, held in the name of Friends of Broomfield Park, covers authorised volunteers for:

- Public liability arising from their volunteering activities on behalf of FoBP
- Employers' liability as defined in the policy

Activities NOT Covered

Volunteers are not covered for the following activities:

- Use of powered woodworking machinery, other than portable hand tools
- Tree felling or lopping involving chainsaws, or beyond the scope of an ordinary domestic gardener
- Use of scaffolding other than tower scaffolding, unless professionally erected

Important: Friends of Broomfield Park requires that no volunteer undertakes any of these activities. If there is any doubt about whether a particular activity falls within the scope of what FoBP is insured for, the group leader should check with the Volunteer Coordinator before proceeding.

11. Age Restrictions

There are no age restrictions for

- Public liability arising from their volunteering activities on behalf of FoBP
- Employers' liability as defined in the policy

Volunteers Aged Under 16

Whilst volunteers under 16 are covered by the insurances above, they may also be covered by insurances of any organisation under which they may be volunteering, for example:

- Duke of Edinburgh Award
- Scouts, Cubs or Beavers
- Guides, Brownies or Rainbows
- Cadets
- Any similar recognised youth organisation

In these cases the young person will be covered both by FoBP and by their own organisation's insurance. Group leader should, on behalf of Friends of Broomfield Park:

- Obtain written confirmation from the organising body that their own insurance covers the activity in question
- Obtain a copy of the insurance certificate
- Confirm the name of the contact point from that organisation responsible for insurance claims
- Notify the FoBP Volunteer Coordinator of the organisation and contact

- Retain a copy of the insurance confirmation and submit it to the Volunteer Coordinator

12. Insurance Certificate

The Employers' Liability Insurance Certificate is issued in the name of Friends of Broomfield Park. It is published on the FoBP website at <https://www.fobp.uk/aboutFoBP> and is held by group leads and the Volunteer Coordinator.

Every new volunteer must be provided with a copy of the certificate by their group leader when they first begin volunteering. This is a legal requirement. Group leaders should have an electronic version of the certificate or can download it directly from the FoBP website at <https://www.fobp.uk/aboutFoBP>

The certificate is also available to any volunteer on request from the group lead or Volunteer Coordinator at any time.

13. Health and Safety

All Volunteers Must:

- Follow the direction of their group leader/s and act within the scope of activities approved by FoBP at all times
- Use any tools or equipment safely and only for their intended purpose
- Report any accident, near miss or unsafe condition to their group leader immediately
- Not undertake any activity they do not feel competent or safe to carry out

Group Leaders, Acting on Behalf of FoBP, Must:

- Carry out a simple risk assessment for any activity that could pose a risk to volunteers or members of the public.
- Inform volunteers of the risk assessment and necessary precautions they need to take.
- Ensure volunteers have any tools or equipment they need and know how to use them safely
- Report any accident involving a volunteer to the Volunteer Coordinator immediately and in any event within 24 hours so that FoBP can fulfil its obligations under the insurance policy.

14. Data Protection

Personal information collected for volunteer registration purposes will be held securely by Friends of Broomfield Park and will not be shared with third parties except where required for insurance purposes or by law. Volunteers have the right to access, correct or request deletion of their personal data by contacting the Volunteer Coordinator. Deletion of details will mean that the volunteer is no longer covered for insurance.

15. Review

This policy will be reviewed annually by the FoBP committee, and whenever there is a significant change to FoBP's insurance arrangements or volunteering activities. The next review should specifically consider:

- Whether any changes are needed to the policy
- Whether the broker has confirmed the adequacy of FoBP's authorised volunteer definition and registration process
- Any other changes arising from the broker review

Approval

Name	Date
.....
Role	Next review date
.....

SEE APPENDICES FOLLOWING

APPENDIX A - Volunteer Code of Conduct

As a volunteer, you are a valued part of the Friends of Broomfield Park (FoBP). This Code of Conduct is here to help everyone enjoy a safe, respectful, and positive environment.

1. Be Respectful

- Treat everyone - volunteers, visitors, and the wider community - with kindness, patience, and respect.
- Respect different views, backgrounds, and experiences.

2. Be Safe

- Follow health and safety guidelines during all activities.
- Look out for your own safety and the safety of others.
- Report any hazards or accidents to the volunteer coordinator.

3. Be Reliable

- Turn up on time for activities you've committed to or let the group lead know if you can't make it.
- Do your best to complete tasks as agreed.

4. Be Supportive

- Work as a team and offer help when you can.
- Be welcoming to new volunteers and inclusive to all.

5. Respect the Park

- Take care of Broomfield Park and its facilities.
- Support our mission to conserve and improve the park for everyone.

6. Represent Us Well

- Be a positive ambassador for FoBP in all public interactions.
- Avoid using offensive language or behaviour at any time while volunteering.
- Remember, you are helping represent a charity with a strong community purpose.

7. Keep It Appropriate

- Respect personal boundaries and avoid behaviour that could be seen as harassment or discrimination.
- Raise any concerns or issues with the volunteer coordinator confidentially and appropriately.

By volunteering with FoBP, you agree to follow this Code of Conduct. It helps us all work together to make Broomfield Park the best it can be—for nature, and for the community.

Appendix B — Volunteer Registration Form

This form registers you as a volunteer authorised by Friends of Broomfield Park. Please complete all sections and return to the Volunteer Coordinator.

Full Name	
Address	
Email Address	
Telephone	
FoBP Group/s	
Group Leader/s	
Initial Start Date	
Activities to be carried out	
Free membership offered? (Y/N)	
Date registered with Coordinator/authorised by FoBP	
Registered by	

Volunteer Declaration

I confirm that I am volunteering with Friends of Broomfield Park and that the information above is correct.

I understand that as a registered volunteer I am covered by FoBP's insurance while carrying out approved volunteering activities under the direction of my group leader. I will comply with the FoBP framework of policies and procedures

Volunteer Signature

Date

.....

.....

Appendix C — One-Off Event Sign-In Sheet

This sheet records participants as authorised volunteers of Friends of Broomfield Park for this session.

Please submit to the Volunteer Coordinator within 5 working days of the event.

Note: Participants aged under 16 must be participating through an external organisation whose own insurance covers the activity. Written confirmation must be obtained before the session takes place.

Event Details

Event Name/Description	
Date	
Location	
FoBP Group Leader	

Participant Sign-In

FULL NAME	CONTACT DETAILS	Signature

By signing this sheet participants confirm they are carrying out this activity as an authorised volunteer on behalf of Friends of Broomfield Park.

Appendix D — External Organisation Insurance Confirmation

To be completed by the contact from any external organisation providing volunteers to participate in Friends of Broomfield Park activities.

Please submit to the FoBP group lead or Volunteer Coordinator before the activity takes place and retain a copy for your own records.

Note: This form must be reviewed annually. Cover cannot be assumed from a previous year.

Organisation Name		
Type of Scheme		
Date/s of FoBP Activity		
FoBP Group Leader		
Estimated number of participants		
Your contact's name		
Role		
Contact details	E:	Ph:
Insurance Policy Number		
Insurer Name		
Date of expiry		

Declaration from organisation's contact point

I confirm that the above participants are covered by our organisation's own insurance for the activity described.

Signature

.....

Date

.....

Friends of Broomfield Park (FoBP) - Volunteer Insurance Briefing

Date: March 2026

Purpose: To explain simply how FoBP volunteers are insured while helping in the park.

1. Who is covered

- **All registered FoBP volunteers** are insured while doing official volunteer activities.
- Volunteers are treated like employees for insurance purposes.
- You must be a **registered volunteer** to be covered by insurance. Check with your group lead if you are registered.

2. Public Liability

- Covers **injury to the public** or **damage to property** caused by volunteers during their work.
- **All volunteers are covered**, regardless of age.

3. Employers Liability

- Covers FoBP if a registered volunteer is injured or becomes ill while carrying out authorised activities and the organisation is legally at fault (negligence)

4. Key Takeaways

- You are protected while volunteering officially for FoBP.
- Always **register as a volunteer** to ensure coverage – check with your group lead if you are unsure.
- Follow safety guidance provided by your group lead to prevent accidents.

You can view the Employers' Liability certificate here <https://www.fobp.uk/aboutFoBP>