



Volunteer Contract

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For more information visit: <http://willderland.com/> or



Cambridgeshire



Social Farms
& Gardens



CHARITY COMMISSION
FOR ENGLAND AND WALES

[WILLDERLAND FARM](#) Registered Charity Number: [1182071](#)

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1. Introduction

This document describes the general working conditions, procedures, and rules relating to Willderland Farm (also referred to as “the Farm” in this document). All volunteers are expected to comply with these. If you need further information, clarification, or support with interpreting or applying our policies and procedures, please do not hesitate to ask a trustee (trustees are listed on the Charity Commission website here: <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5126317/trustees>).

The Farm will periodically review and amend policies, following which, you will be advised of any changes.

2. History and facilities

Willderland Farm is a voluntary community charity meeting the needs of local people through a wide range of therapeutic, educational, and recreational activities. It is governed by a Board of Trustees elected annually by members. The Farm was established in 2018 and incorporates small livestock husbandry, an orchard, horticulture, community garden, ponds, and environmental, educational and rural craft facilities. The Farm offers its facilities free-of-charge with donations encouraged. The farm is open to everyone but has a particular emphasis on people with learning disabilities, other sensory or cognitive needs, or physical disabilities.

3. Aims and objectives

The aims of Willderland Farm are determined from the ‘charitable objects’ that were set up when it registered as a charity, and which were updated and agreed by a vote of the general membership in September 2018. These are

1. To advance the education of the public in the subject of horticulture, animal husbandry, and the natural environment.
2. Relief of those in need, including people with learning disabilities, autism, or mental health problems, by providing access to a calm, natural setting, in which they can participate in farming activities.
3. Advancement of environmental protection or improvement to promote for the benefit of the public, the conservation protection, and improvement of the physical and natural environment by promoting biological diversity, and providing opportunities to participate in the enhancement of habitats and species surveys.

4. Organisational structure

Willderland Farm is registered as a charity (charity number 1182071). The Farm is governed by a Board of Trustees, overseen by the Chair. Please refer to the organisational chart provided for further details.

5. The role of the Board of Trustees

The role of the Board is to govern the Farm. It does this by:

- Ensuring that the work meets its aims and objectives as defined in its constitution.
- Holding the team to account.
- Ensuring policies and procedures are in place and are adhered to.

The Board of Trustees meets every four weeks to conduct ‘ordinary’ business and has ad-hoc meetings when pressing developmental issues arise.

6. Confidentiality

You are asked to respect the confidentiality of Willderland Farm business both during and after your volunteering. This means any information which:

- Is, or has been, acquired by you or the Farm during, or in the course of volunteering, or has been otherwise acquired by you in confidence,
- relates particularly to the business of the Farm or that of other persons or bodies with whom it has or has had dealings of any sort and has not been made public by, or with the authority, of the Trustees
- shall be confidential and (save in the course of the Farm's business or as required by law) you shall not at any time, whether before or after the termination of the volunteering, disclose such information to any third party without the written consent the Trustees.
- You will exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall, at the time of termination of your volunteering, or at any other time upon request, return to the Trustees any such material in your possession.

7. Copyright

All documents, policies, procedures, flyers or other promotional materials, whether printed or electronic, produced by Willderland are subject national and international copyright legislation, and should not reproduced or shared without permission of the Trustees.

8. Relations with the Media

Volunteers are expected not make any statements relating to the affairs of Willderland Farm to the press or other media, including social media, without permission by the Trustees. However, authority may be delegated to some volunteers whose roles are specifically to undertake marketing and promotional activity.

9. Reputation of Willderland Farm

Volunteers are expected to be mindful in their conduct, both on and off-site, to ensure the good reputation of Willderland Farm. This applies also to the realm of social media.

10. Security, keys, personal property

Volunteers have a responsibility to be vigilant and security conscious at all times. This includes:

- Reporting to Trustees anything which may be a Health and Safety hazard
- Closing and securing animal pens, gates, and the main Farm entrance
- Ensuring service users or other visitors do not harass or distress the animals
- Responding if people are acting suspiciously

Volunteers may be issued with the keys they need to carry out their job. These should be looked after at all times, as there can be serious security implications if they are lost, as well as significant cost in replacing them. Any lost keys must be reported immediately to a Trustee. All buildings (where applicable) must be kept locked. Money, personal property, other valuables, materials and equipment should not be left lying around, rather kept wherever possible on or near the volunteer's person. Willderland Farm is unable to provide secure storage, and cannot be held responsible for loss or damage to personal property.

11. Use of Willderland Farm property

Before borrowing Farm property for personal use, permission and authorisation must be granted by Trustees.

12. Attendance and Timekeeping

Volunteers are expect to attend the hours they have agreed to and to arrive punctually. In the event that a volunteer is unable to attend an agreed work session, they must contact the Farm as soon as possible. Repeated instances of poor punctuality or non-attendance which impacts adversely on the ability of the Farm to deliver its core services to visitors may result in the termination of a volunteer's contract with the Farm.

13. Policies and procedures

Volunteers are expected to adhere to the policies, procedures and regulations as detailed in the Volunteer Handbook, and any other associated documents, with which they are provided. A Trustee will ensure that all new volunteers are familiar with and understand the policies to which they are subject, and volunteers are encouraged to ask for support or clarification where needed.

14. Volunteer Declaration

I have read the terms of this contract and shall abide by them through the course of my volunteering with Willderland Farm. I understand that breach of any of the policies and procedures may result in the termination of my volunteering.

I further understand that by signing this declaration I am acknowledging that I am entering solely into volunteering with the Farm and as such recognise that I am not entitled to any financial reward or other material compensation for any work that I perform in my role as a volunteer.

Signed: Date:.....