



# Kenley Revival Project Volunteer Policy

## Purpose of the Kenley Revival Project

Kenley airfield and environs; conserved, promoted, understood and enjoyed as the UK's most complete surviving Battle of Britain fighter airfield, a site of nature conservation and public open space; an active airfield that maintains a direct and tangible link to its fighter airfield history.

## The overall aims of the Kenley Revival Project

1. Preserve a unique and important historical site to become a beacon of excellence for understanding the conservation of impermanent architecture
2. Promote and raise the profile of Kenley Airfield as a nationally significant heritage resource and an important place for wildlife and recreation
3. Empower, involve and inspire people to explore, record and take ownership of Kenley's World War Two heritage

## Role of volunteers in achieving the aim of the Kenley Revival Project

Volunteers are at the heart of the delivery of the Kenley Revival Project in conserving, promoting and understanding the significance of Kenley's heritage and aviation history in the Battle of Britain and beyond. Volunteers are essential in securing the legacy of the Kenley Revival Project for future generations and communities to learn and understand the importance of Kenley whilst enjoying the free events and access to the site as well as online resources such as the website and archive.

## Volunteering Opportunities with the Kenley Revival Project

Our volunteering programme is linked to our Activity Plan which defines the opportunities and scope for activities to engage with the key audiences as defined in the project. In order to manage this we have grouped volunteer opportunities under the following headings which consist of their associated activities.

The roles are defined as below with the objectives defined but not limited to;

### *Education*

- Devise Collection Handling workshops
- Create Loans Boxes for schools
- Develop resources for teachers and schools (Primary, Secondary and FE)

### *Archaeology*

- Undertake a community archaeology placement
- Undertake wildlife and habitat conservation alongside heritage conservation



- Provide reports and blog content for inclusion on Kenley Revival Project website

#### *Archiving and Digitisation*

- Seek permissions and access to relevant media for inclusion on website
- Manage the online archive including seeking permissions and cataloguing content
- Digitise items for inclusion in the online archive and catalogue according to the documentation procedure as well as manage Kenley 'amnesty' events to collate items for the archive

#### *Website*

- Research and devise content for the Kenley Revival Project website
- Seek permissions and access to relevant media for inclusion on website
- Work with the Archiving and Digitisation volunteers to ensure the archive is kept up to date
- Manage the Kenley Revival Project social media presence and liaise with news outlets to increase press coverage and awareness of project

#### *Oral history*

- Identify members of the community for Oral History recordings
- Undertake filming and interviewing of Interviewees
- Edit and select footage for the archive and documentary
- Showcase the Oral History project at events

#### *Events*

- Organise and stage events such as the Heritage Day on 11<sup>th</sup> September
- Devise and promote tours for different community groups including undertaking tours
- Support and steward events

#### *Interpretation*

- Research and devise content for the new permanent onsite interpretation
- Research and devise content for the Touring Exhibition and assist with the transportation, installation and de-installation

These themes and objectives may be subject to change as the project naturally evolves during its project lifecycle and we actively encourage volunteers participate in more than one theme.

We will be publishing the opportunities for roles under their defined heading to give definition to prospective volunteers in the aim and scope of their role within the project. As the project is for three years we anticipate advertising roles throughout the lifetime of the project.



## How volunteering for the Kenley Revival Project will benefit volunteers

It is essential for the Kenley Revival Project to recognise and reward its volunteers and the project and City of London undertake very seriously its role in managing and delivering volunteer expectations through clear and defined roles and responsibilities.

Volunteers for the Kenley Revival Project will sign up to the existing City of London Open Spaces Division Volunteer Agreement which is committed to the following:

1. To provide information, training and assistance for the volunteer to be able to meet the responsibilities of their volunteer job.
2. To ensure that there is a named supervisor to support the volunteer with regular supervision meetings and to provide feedback on performance.
3. To respect the skills, dignity and individual needs of the volunteer and to do our best to adjust to these individual requirements.
4. To be receptive to any comment from the volunteer regarding ways in which we might mutually better accomplish our respective tasks.
5. To treat the volunteer as an equal partner with the organisation's staff, jointly responsible for completion of the organisation's goals and the fulfilment of its mission.
6. To treat volunteers in line with our equal opportunities policy.
7. To reimburse out of pocket expenses.
8. To assure all volunteers that they are covered by our corporate Insurance policy.
9. To assure volunteers that we have good health & safety practices.

We are currently refurbishing the volunteer hub onsite at the Merlewood Estate Office which will provide a central fully equipped space for volunteers to undertake, share and report on their roles.

## How people can register their interest in volunteering for the Kenley Revival Project

Please complete the online form available on the [kenleyrevival.org](http://kenleyrevival.org) website. Please note by submitting your details you give consent to sign up to our e-newsletter which advertises upcoming opportunities.

We want to increase the opportunities for volunteering for the Kenley Revival Project but we must also make sure that:

- The work of volunteers meets the operational needs of the project
- Volunteers play an active part in the delivery of the Kenley Revival Project objectives
- Volunteers are supported to work within our policies and procedures.
- Volunteers will be recruited into a specific role, such as Oral History Project Volunteer. The requirements for the role will be identified in a Role Description, written by the relevant section with support from the Volunteer and Education Officer. In most cases, we will meet with you so that we can understand your



level of interest, commitment, expectation, skill and reasons for volunteering. References will be requested, which can be provided by any non-family member who knows you well but does not necessarily need to be an employer.

### **How we will communicate with volunteers**

We will communicate with you regularly and ensure that volunteer activities are featured on our website and e-newsletter which you could be involved with producing. We would like to take photographs during volunteer activities, which will be used to promote volunteering for the Kenley Revival Project and to report on our volunteer activities to our funder, Heritage Lottery Fund. But we will always ask permission of the person in the photograph. We will provide you with contact details for the staff working with you. If you decide to stop volunteering with us, please let us know. We may contact volunteers who have been out of touch for a long period to see whether they would like to continue volunteering with us.

### **How we will support volunteers during their roles**

All volunteers will have a Supervisor to provide support and guidance. There may be opportunities for volunteers to manage other volunteers, with guidance from supervising staff. The Volunteer and Education Officer will always be available to offer additional support, whichever role you are fulfilling. We would like meet up regularly with you, to discuss your development and training needs. Supervisors will also have formal Feedback Meetings with volunteers at least every year, at the end of a specific project or if you request one, to ensure that everyone is happy. When something goes well, we want to share it! The valuable work that volunteers carry out will feature in articles and press releases or may mean you get invited to social events.

### **How we will train volunteers appropriately to their role**

The City of London is committed to lifelong learning and development. Volunteer opportunities and the skills required vary enormously across Epping Forest, so a range of training will be provided, from on-the-job guidance to formal training courses. A training plan for both staff and volunteers has been developed for Epping Forest. Training will be related to volunteer requirements, the tasks undertaken and time you are prepared to commit. Long-term volunteers may wish to gain appropriate qualifications.

### **How volunteers can feedback on their roles**

We are keen to receive feedback from volunteers at any time. In addition to Feedback Meetings and questionnaires, there is the chance to tell us your views during an exit interview. These will help us to improve the experience of future volunteers. When we apply for grants, funding partners like to see how many hours volunteers have worked; it sometimes leads to more funding for volunteer projects. This is one of the reasons why we record the hours that you work.



## Equipment and Uniform

All appropriate personal protective equipment, tools and computer access, if necessary, will be provided and maintained by us. Volunteers in certain sections such as will be given a uniform and name badge.

## Health & Safety

We are committed to ensuring the health and safety of staff and volunteers. We will make sure Safe Systems of Work and Risk Assessments are in place and that you are aware of your responsibilities. Please let us know if we can make access easier for you or if there are any health problems we should be aware of.

## Insurance

Volunteers within Kenley Revival are covered by the following City of London insurance schemes:

- Public Liability Insurance
- Employers Liability Insurance
- Personal Accident Insurance for those 80 years of age or younger.

You need to provide us with your name and address, so that we can prove to our insurers that you were volunteering for us at the time of any incident. Insurance may be invalidated if health and safety guidance and procedures are not followed.

## Safeguarding Children/Vulnerable Adults

Kenley Revival has a Child Protection Policy. Volunteers or staff, who are likely to have unsupervised contact with children or vulnerable adults as part of their role, will be required to undergo an enhanced Criminal Records Bureau (CRB) check. There is no charge for CRB-checking volunteers.

## Equal Opportunities

Volunteers will be recruited, supervised and supported in accordance with the City of London's Equal Opportunities and Diversity Policy. Volunteer placements will be based on your suitability to perform a specified task on behalf of the Kenley Revival Project. Volunteers will be expected to comply with the Equal Opportunities and Diversity Policy in the tasks they carry out and when liaising with members of the public. Additional support will be provided if required, for example for those with specialised learning needs, mental health issues or physical impairment.

## Data Protection





Volunteer records, including personal information such as emergency contact details, records of training and reviews, will be kept in accordance with the Data Protection Act 1998.

### **Problems or Complaints**

We are keen for continuous improvement and welcome feedback at any time. If you feel that you have been treated unfairly or have a complaint, please speak to the Volunteer and Education Officer or the Project Manager, as appropriate.

### **Travel and Expenses**

If you would like to be reimbursed for approved travel expenses (within an agreed distance of the airfield) and other out-of-pocket expenses, please notify the Volunteer and Education Officer in the first instance prior to incurring the expenses. Claims are subject to submission of a receipt or mileage claim to the Volunteer and Education Officer. A valid driving licence is required if you are using a Coulsdon Common vehicle. If your volunteer role involves the use of your own vehicle, a copy of your driving licence and insurance details are required, and your insurer should be informed. We would prefer you to use public transport, share a car, cycle or walk wherever possible to help our activities to be more environmentally friendly.