

The Boston Woods Trust

Company Registration No 4282455 * Registered Charity No. 1090420

Registered Office: Fydell House, South Square, Boston. PE21 6HU



POLICIES FOR BOSTON WOODS TRUST

Policy for Volunteers Code of Conduct.

All volunteers for the Boston Woods Trust are expected to demonstrate:

- Consideration and respect for others.

- To not discriminate based on "the Protected Characteristics as detailed in the Equality Act 2010"

- Honesty

Bullying and/or harassment will not be tolerated

If anyone has a concern or complaint, they must report it to a trustee who will investigate and report back.

Volunteer Lead: Steve Elwood. Sandcelwood1@gmail.com

President
Mr A B Isaac
66 Spilsby Road, Boston
PE21 9NS Tel: 01205 365949

Vice-Chair
Mr S Elwood
Frampton West Farm House, Fen Road
PE20 1RU Tel: 07759 087479

Secretary
Mrs F E Brooks
255 Willington Road, Kirton End
PE20 1NW Tel: 07845 481621

Patrons: The Right Revd Dr Nicholas Chamberlain * Professor Sir Jonathan Van-Tam

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Health & Safety Policy

The Boston Woods Trust ensures the safety of the visitors and volunteers;

Visitors.

The safety of our sites are monitored regularly by volunteers who report any concern to the trustee responsible. All correspondence from visitors reporting concerns is also forwarded to the trustee. These are all acted on promptly.

The trustee responsible monitors all sites, at least, every three months.

Volunteers.

Lone working is NOT recommended. If it cannot be mitigated and there is no one within shouting distance ensure you have a charged mobile phone on you. Ensure that someone knows where you will be working, what time you intend to start and finish and then contact them to advise when actually finished.

Volunteers are to inform their team leader (the person who has organized the session) when joining and leaving the work party.

UNLESS special training has been given,

DO NOT use any Mechanical Tools eg Chainsaws, Strimmers or Mowers.

Sprayers and Chemicals. OR Ladders.

Each volunteer to be asked to provide Emergency contact details.

First Aid Kit's and Accident report forms are available from Steve Elwood, or the cabins in Westgate Wood, Pioneer Wood and Dion's Wood.

The Boston Woods Trust Health & Safety Folder contains risk assessments for each activity undertaken. The risk assessments are reviewed every three years or sooner if required. The team leader will be responsible for ensuring that the appropriate risk assessments are applied and volunteers advised.

The following sections from the Boston Woods Trust Health & Safety Folder are supplied to all volunteers with instructions to read and acknowledge;

- General Environmental Risks
- Brashing & Pruning
- Planting

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Safeguarding Policy

1. Policy Statement

The Boston Woods Trust is a charity committed to safeguarding and promoting the welfare of all volunteers, vulnerable adults and children who engage with our amenities. Whilst we believe that every individual has the right to feel safe, respected, and valued, it is the Trust policy that all children and vulnerable adults be accompanied by an appropriate adult who assumes responsibility for them.

2. Purpose

This policy outlines our approach to safeguarding, ensuring that all trustees and volunteers understand their responsibilities and act in the best interests of those we engage with.

3. Scope

This policy applies to:

- All trustees, volunteers.
- All activities, events, and services provided by our organisation.

4. Principles

- **Prevention:** Creating a safe environment and reducing risks.
- **Protection:** Taking prompt action when concerns arise.
- **Partnership:** Working with families, communities, and safeguarding agencies.
- **Empowerment:** Encouraging individuals to speak up and have their voices heard.

5. Responsibilities

- **Designated Safeguarding Lead (DSL):** Oversees safeguarding procedures, records, and referrals.
- **All Trustees & Volunteers:** Must complete safeguarding training, remain vigilant, and report concerns immediately.

6. Recognising and Responding to Concerns

We will:

- Listen carefully to disclosures without judgment.
- Record information factually and securely.
- Report concerns to the DSL or relevant authority without delay.

7. Confidentiality

Information will be shared only on a need-to-know basis, in line with data protection laws and safeguarding requirements.

8. Review

This policy will be reviewed annually or sooner if legislation or best practice changes.

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Data Protection Policy

The only personal information held are contact details to enable us to keep a record of volunteering, subscriptions and donations and to provide information through the biannual Newsletter and occasional bulletins relating to volunteering or special events in the woods. If a subscription lapses for more than two years, or a volunteer has not worked within that period, their name will be removed from our database. We will not pass on personal details to any other organisation.

DPO: Frances Brooks. Bostonwoods.fran@gmail.com

Policies reviewed July 2026

Review due July 2028

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