

Nevill Hall Nature Spaces

CIO registration: 1214695



Volunteering policy

This is one of a range of policies and procedures designed to ensure the good governance of the NHNS charity. These policies apply to all trustees, other volunteers, employees, contractors, and third-party representatives of our charity.

Nevill Hall Nature Spaces (NHNS) was established in 2025 to restore and develop the historic character of the gardens of Nevill Hall Hospital which are owned and managed by Aneurin Bevan University Health Board

NHNS is working to:

- regenerate parts of the gardens
- increase awareness of the special features of the gardens
- improve access
- develop additional appropriate uses

Role of Volunteers

In line with the mission, **NHNS** seek to involve volunteers in order to:

- work on projects in the gardens
- manage the charity
- organise events in the gardens
- support the hospital community to use the gardens
- promote community recreation, entertainment and play facilities
- raise funds to finance the work
- publicise and promote work
- increase contact with the local community that the gardens serve

Definition of 'Volunteer'

A Volunteer is anyone who without compensation or expectation of compensation beyond reimbursement of expenses incurred in the course of his/her volunteer's duties, performs a task at the direction of and on behalf of **NHNS**

Recruitment

Discussions will be held with all prospective volunteers to find out what they would like to do, their skills, suitability and how best their potential might be realised.

Induction and training

Each volunteer will receive an induction into the work of **NHNS** and their own area of work. Training will be provided as necessary.

Support

Each volunteer will be made aware of who their main contact person is. Regular opportunities will be provided for feedback on progress, discuss future development and air any problems,

Insurance

All volunteers are covered by the **NHNS** insurance policy whilst they are engaged in any work on behalf of **NHNS**.

Health and safety

NHNS Health and Safety Policy is relevant to every volunteer. Volunteers are expected to be aware of this policy. Please see additional policy document.

Concerns and complaints

Any volunteer who has a concern or complaint should discuss it as soon as practicable with their main contact person. If it remains unresolved they should contact one of the charity trustees who will deal with the matter as appropriate, referring it to the Chair, if necessary. The charity welcomes dialogue to improve the activities and effective running of the charity. Any safeguarding concerns should be dealt with as required in the Safeguarding Policy.

Equal Opportunities

NHNS welcomes offers of volunteering and will not discriminate against any volunteer because of race, colour, sex, age, disability, marital status, sexual orientation or national origin.

Environmental awareness

Our aim is to improve and regenerate Nevill Hall Gardens in a sustainable manner. Our projects will make an important contribution to local environmental quality, and to securing an environment for future generations to enjoy. Every volunteer will be expected to:

- use resources efficiently, reusing and recycling suitable materials;
- raise awareness of environmental issues to members of the community;
- provide training for other volunteers where necessary, and to enable environmental considerations and sustainable practices to be implemented.

Further guidance

[Welsh Government and Wales Council for Voluntary Action](#)
[Welsh Government Volunteering Policy](#)

Date approved	00/00/0000
Date of next review	00/00/0000
Person Responsible	NAME OF PERSON RESPONSIBLE