

Terms and Conditions

Thank you for offering your time to volunteer within the city of Cambridge

By inquiring to take part in a Cambridge City Council Corporate Volunteering Day you agree to abide by these terms and conditions.

Please read the points below before you complete your Corporate Volunteering Day.

If you have any questions, please contact the Community Engagement Team sosvolunteers@cambridge.gov.uk

General

Corporate Volunteering Days are administered by the Cambridge City Council (“council”) to help make a difference to the environment and give back to the community. Corporate Volunteering days are organised by the council Community Engagement Team.

All personal information will be used by the council in accordance with The Data Protection Act 1998.

We aim to ensure that corporate volunteers clearly understand their role and are provided with appropriate information on policies and guidelines. Failure to adhere to policies may result in you being asked to cease volunteering.

If you do something that threatens or damages the reputation of the council, we will ask you to stop volunteering immediately.

You are responsible for your own travel to the site. The council is unable to provide pickups for your group or to facilitate public transport or car parking.

Provisional bookings are held for seven days. If no firm booking is made after this time, then the provisional date will be cancelled.

Costs

The cost for Corporate Volunteering Days with the council is free of charge.

The council run the days come rain or shine. We will only cancel if the location itself must close or is inaccessible for any reason, such as severe weather or an incident, or in cases where sufficient council staff numbers cannot be provided (i.e., sickness). The council cannot accept responsibility for costs incurred by the group where an event is cancelled.

If the group can no longer attend the Corporate Volunteering Day, you must inform the council as soon as possible.

Health and Safety

Corporate volunteers are responsible for ensuring that they are wearing appropriate attire (including footwear), considering the tasks assigned to the group, the weather forecast, and the terrain involved.

The council cannot accept responsibility for personal effects.

All corporate volunteers must take reasonable care of their own health and safety and that of others who may be affected by their actions.

Age restrictions apply in accordance with our insurance cover.

The council can take no responsibility for corporate volunteers' medical conditions. If any corporate volunteer is in any doubt about their ability to participate in and/of complete the day, they should seek medical advice.

All corporate volunteers are covered by the council personal accident and public liability insurance policy. It is the individual's responsibility to check the terms of the cover provided and obtain additional cover if necessary.

All corporate volunteers must participate in all relevant induction and training programs, only undertake duties they are asked to perform, and always operate under the direction and supervision of council staff.

Corporate volunteers are required to notify the council staff of any health and safety issues or potentially hazardous situations that may pose a risk to them or others and report any accidents or incidents relating to staff, volunteers, or the workplace.

Corporate volunteers are expected to behave appropriately and use any property or equipment safely and only for purpose of the task and returning it when the event is finished.

A risk assessment is provided for Corporate Volunteering Day and corporate volunteers expected to follow the control measures may result in you being asked to cease volunteering.

Role description and details

Below is a list of potential tasks that corporate volunteers may be asked to undertake, not all tasks are listed.

- Weeding
- Hoeing
- Planting
- Shovelling
- Raking
- Painting
- Sanding
- Minor woodwork
- Using a wheelbarrow
- Using hand tools
- Manual handling

If at any time corporate volunteers do not feel safe or do not feel like they are up to the task requested of them they must notify the council officers on site.

Details of specific tasks and responsibilities will be provided at the time of the task being undertaken.

Data Protection

Once you have registered for a Corporate Volunteering Day the council will continue to communicate with you solely about corporate volunteering with you details you have provided.

Photography

Before your Corporate Volunteering Day commences, you will be asked by the council for Consent to use your images. You will be asked to complete a Consent Form, requesting the use of these photographs, if you agree these photographs may be kept in the council archives and/or used for publicity purposes.

Declaration

I / we understand our obligations and regulations as laid out in this agreement and hereby undertake to abide by them and the instructions of council designated Representatives.

This Agreement is valid from the time of your acknowledgement. Please agree by marking 'I agree' on the booking form to acknowledge that you have read, understand, and agree to our terms and conditions.