

Volunteering at Butterfly Conservation: The Legal Stuff



Hello and welcome to this session about volunteering with Butterfly Conservation.

Welcome

Thank you for taking the time to find out about safely volunteering with us.

Please follow the guidance in this presentation to protect yourself and others whilst volunteering with us.



Thank you for taking the time to find out about safely volunteering with us.

We know that talking about health and safety and other legalities aren't very exciting, but it's an essential part of us supporting you as a volunteer, to keep you safe and protect you from challenge if anything should go wrong. Please ensure that you are following the guidance here, so that we can ensure we are all acting legally and responsibly.

This presentation covers three main topics: health and safety, safeguarding and General Data Protection Regulation (GDPR). We'll start with keeping you safe.

Keeping You Safe



Your safety is very important to us.

Our [health and safety policy](#) outlines our commitment to health and safety and highlights key responsibilities.

We will:

- Ensure we have the right correct policies, processes and systems.
- Provide training to staff and volunteers, Standard Risk Assessments, Codes of Practice and other relevant policies.
- Update staff and volunteers on changes to Health and Safety practices.
- Investigate, record and report all accidents and incidents.



Your safety is very important to us.

Our [health and safety policy](#) outlines our commitment to health and safety at Butterfly Conservation and highlights key responsibilities. It helps us to ensure there are the correct policies, processes and training needed to meet our legal obligations under the Health and Safety at Work Act 1974 and the Health and Safety at Work (Northern Ireland) Order 1978.

Butterfly Conservation will:

- Ensure there are the correct policies, processes and systems needed to meet our legal obligations.
- Ensure a consistent, risk-based approach is being taken to health and safety in our work by providing training to staff and volunteers and also making sure they have access to and understand Standard Risk Assessments, Codes of Practice and other relevant policies.
- We will update staff and volunteers on changes to Health and Safety practices.
- And investigate, record and report all accidents and incidents.

Responsibilities – All Volunteers

All volunteers have a legal responsibility to take reasonable care of their own health and safety and of others who might be affected by their actions.

All volunteers should:

- Comply with our [Health and Safety Policy](#) at all times
- Take part in training and follow the processes, policies and practices highlighted within it.
- Report any additional risks, hazards, concerns, accidents and near misses to their Key Contact.
- Carry out dynamic risk assessments and remove themselves from potentially dangerous situations.
- Use tools and equipment in the way that they have been trained to do.
- Tell their Key Contact if they believe they need training in any aspect of their role.



All volunteers have a legal responsibility to take reasonable care of their own health and safety and of others who might be affected by their actions. This could include other volunteers, staff or members of the public. In particular they should:

- Take part in training for their role, and follow the processes, policies and practices highlighted within it.
- Report any additional risks, hazards, accidents and near misses to their Key Contact.
- Carry out dynamic risk assessments and remove themselves from potentially hazardous situations. A dynamic risk assessment is **The continuous process of identifying hazards, assessing risk and taking action to eliminate or reduce risk in the changing circumstances of an operational task or environment.**
- Use tools and equipment in the way that they have been trained to do.
- Tell their Key Contact if they believe they need training in any aspect of their role.

Responsibilities – Key Volunteers

Key Volunteers are those who have taken on a more significant role with us and have the support of a member of staff as their Key Contact.

Key Volunteers and staff have the following additional responsibilities.

- Ask your volunteers to take part in training as appropriate to their role.
- Be familiar with the Standard Risk Assessments, Codes of Practice and policies which are relevant to their role and highlight any additional risks or hazards
- Ensure that all accidents and near misses are reported to info@butterfly-conservation.org.
- Ensure the volunteers you are working with have the documentation they need to carry out their role safely.
- Set a good example by working safely and in accordance with our policies.



Key Volunteers are those who have taken on a more significant role with us and have the support of a member of staff as their Key Contact. You will be able to see if this is the case from your role profile.

Key Volunteers and staff have the following additional responsibilities.

- Ask your volunteers to take part in training as appropriate to their role.
- Be familiar with the Standard Risk Assessments, Codes of Practice and policies which are relevant to their role and highlight any additional risks or hazards
- Ensure that all accidents and near misses are reported to info@butterfly-conservation.org.
- Ensure the volunteers you are working with have the documentation they need to carry out their role safely.
- Set a good example by working safely and in accordance with our policies.

Reporting Accidents and Near Misses



All accidents and incidents should be reported to BC Head Office as soon as they occur.

This includes any event which results in injury, ill health and may also include property damage.

All accidents and near misses should be reported to info@butterfly-conservation.org or by telephoning 01929 400209



All accidents and incidents should be reported to BC Head Office as soon as they occur, no matter how minor they may be.

This includes any event which results in injury, ill health and may also include property damage.

All accidents and near misses should be reported to info@butterfly-conservation.org using the online form or by telephoning 01929 400209

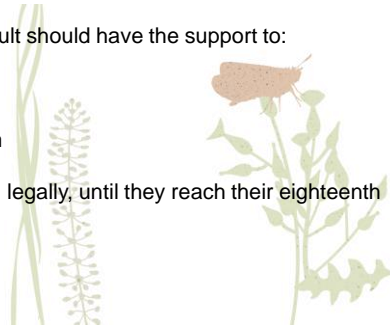
Safeguarding children and vulnerable adults

Butterfly Conservation (BC) has both a moral obligation and a legal duty of care to ensure that all children and vulnerable adults are safe and protected from harm whilst on our premises or participating in any BC-led work and/or activity.

Every child and vulnerable adult should have the support to:

- Stay safe
- Enjoy and achieve
- Make a positive contribution

A person is defined as a child, legally, until they reach their eighteenth birthday.



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- Stay safe
- Enjoy and achieve
- Make a positive contribution

A person is defined as a child, legally, until they reach their eighteenth birthday. There is no single standard definition of a vulnerable adult in law. However, BC has adopted the following definition: A Vulnerable Adult is a person who is aged 18 or over and who is, for any reason, unable to protect themselves against significant harm or exploitation. We will give equal priority to keeping all children and vulnerable adults safe regardless of their age, disability, gender, race, religion or belief, sex, or sexual orientation.

Safeguarding children and vulnerable adults

If you are volunteering with children or vulnerable adults then you must take part in our Safeguarding training and read our Safeguarding Code of Practice. You may also need a DBS check.

All adults should avoid be alone with a child under the age of 18.

A Parent / Guardian consent form or written permission from the school or hosting body must be completed and sent to info@butterfly-conservation.org before young people can join activities.

You must not take or share photos of children without the written consent of their parent or guardian.



If you are volunteering with children, at family events, with vulnerable adults - or recruiting and training volunteers who are - then you must take part in our Safeguarding training and read our Safeguarding Code of Practice. This can be found linked from the text version of this training and on our volunteer web pages.

Adults should avoid being alone with a child under the age of 18 - they should always have another adult or guardian with them.

Children aged 16-17 years of age may be accepted unaccompanied onto a BC activity if parental/guardian consent is given. This would typically be for the purposes of gaining work experience or taking part in a Youth Award Scheme such as the Duke of Edinburgh Award.

You will need to have had a DBS check if you are volunteering with children or vulnerable adults four or more times over the course of a month.

A Parent/Guardian consent form, or written permission from the school or hosting body, must be completed and submitted before the young person is accepted onto the activity. This excludes children taking part in a children's activity at a public

event under the supervision of their parent or guardian (e.g. making a badge).

You must not take or share photos of children without the written consent of their parent or guardian. Parental and photography consent forms can be found in our Safeguarding Code of Practice.

Safeguarding Leads

Butterfly Conservation has three Designated Safeguarding Leads who you may contact for advice or to report a concern:

Key Contacts:



Designated Safeguarding Lead:
Director of Engagement & Volunteering (Kate Dent)
kdent@butterfly-conservation.org
01929 500363 (Ext. 263)



Deputy Safeguarding Lead:
Head of Engagement & Volunteering (Kate Merry)
kmerry@butterfly-conservation.org
01929 507020 (Ext. 260)



Deputy Safeguarding Lead:
Office Manager (Sasha Stagg)
sstagg@butterfly-conservation.org
01929 406020 (Ext. 220)



Butterfly Conservation has three Designated Safeguarding Leads who you may contact for advice or to report a concern. Their contact details are as shown here. These details can also be accessed by going to the pdf copy of these slides which will be on the Introduction to Butterfly Conservation volunteering web pages.

General Data Protection Regulation (GDPR)



The GDPR is a European data protection law.

- Always store personal data securely and only keep what you need.
- Delete information when you no longer need it.
- Send information we need to keep to branches@butterfly-conservation.org.
- Do not share information without written permission.
- If you are planning on collecting information, please speak to your Key Contact or email us for advice.

You may already be familiar with the GDPR, which is a European data protection law that protects the rights of the individual about whom data is obtained, stored, processed or supplied. It covers both paper and electronic records and means that appropriate security measures must be taken to ensure that no unauthorised access, alteration, disclosure or destruction of personal data takes place.

Though UK GDPR is from European legislation, it is still relevant post-Brexit. The GDPR will be enforced in the UK until it is replaced by a new Data Protection Bill. We don't know what this will include yet, but it may be similar.

If you handle any personal data as a volunteer then you should be aware of how the GDPR applies to you:

- Always store personal data securely. Personal data is anything which can be used to identify a person. It could include their name, address, email address, picture, workplace – or many other pieces of information. You should only hold information that you need to carry out the tasks on your role profile for the benefit of Butterfly Conservation. Any information you do need to keep should be kept securely. This could mean physical security – for example keeping information in a locked room or cabinet - or digital security. For example, by

storing it somewhere that is password protected or by using encryption.

- Delete information when you no longer need it. In some cases we need to keep information for 3 years in order to comply with the terms of our insurance. In this case you should send the information to branches@butterfly-conservation.org and delete your personal copy.
- Do not share information without written permission, and only use it for the purpose for which it was collected. For example, if you have someone's email address because they want to sign up as a volunteer with BC, you can't then use it to let them know about a book that we are selling. If you are planning on sharing information, please check with us that we are able to do so.
- Similarly, if you are planning on collecting personal information from others, please speak to your Key Contact or email [branches@](mailto:branches@butterfly-conservation.org) to ensure you're collecting it legally and are complying with our data protection processes and policies.

Help and Support

Volunteering web pages

Your Key Contact

Volunteer Q&A sessions

General enquiries: info@butterfly-conservation.org



We want to make sure our volunteers have the support they need to help us save butterflies, moths and the environment. There are a few places you can go for help:

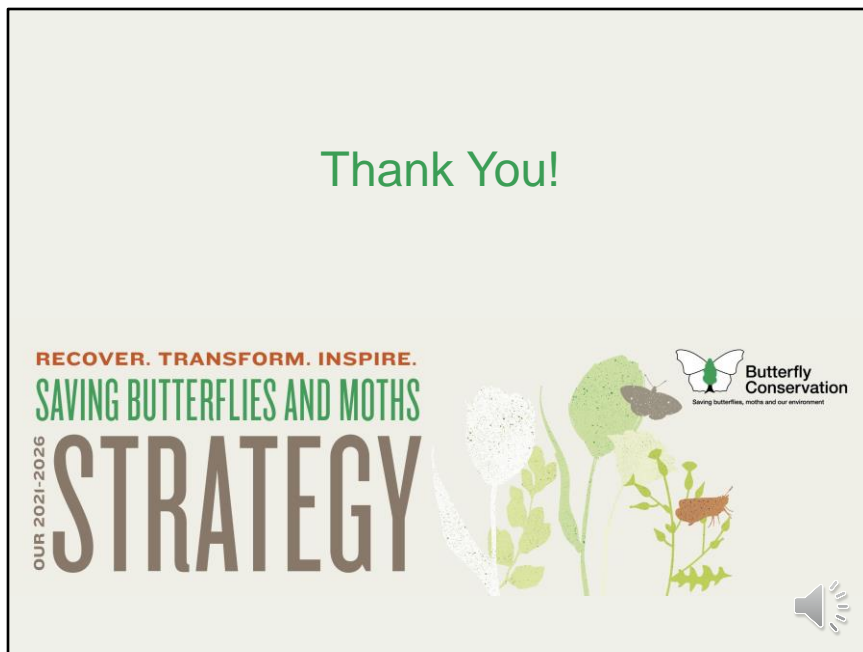
All the key information you need to volunteer with us can be found on the volunteering pages on the Butterfly Conservation website. This is a good place to start if you need help; there's a good chance that the answer to any questions you have. If you want to know more about your local area, then you could try checking the In Your Area pages on the BC website, or check if your local branch has a website too.

If not then you can try your Key Contact. All of our volunteer roles have a Key Contact identified in their role profile. This person should be the first port of call for any questions you have which aren't answered on the website.

We also host live Q&A sessions over zoom or at events, which give all volunteers the opportunity to ask staff questions relating to their volunteer role. These will be advertised to those who have completed training for a role and who are already registered with us as a volunteer.

Finally, if you have any other general questions about butterflies, moths or our work, please email info@butterfly-conservation.org and someone will get back to you as soon as possible.

Thank You!



Thank you so much for your time completing this training and for supporting our work. We hope you enjoy volunteering with us and helping us to save butterflies and moths and make the environment better.