



Caring for people, caring for plants

## **CHESTNUT NURSERY FRIENDS AGREEMENT**

Dear Friend of Chestnut Nursery

Welcome to Chestnut Nursery as a 'Friend of SWOP'. Your help is greatly appreciated and indeed very necessary as we have 50 people attending every week. We always need Friends to help with many tasks including: help with the opening of the Nursery at weekends, selling plants at shows, organising barbecues, the Christmas Party and other social activities for our volunteers, operating the till, and assisting with our plant orders. We also need experienced drivers to deliver shrubs in our vans and pick up supplies.

We have taken up two references for you from responsible people who know you well and who are not related to you and they have confirmed that you are honest, reliable and patient.

To satisfy Health and Safety and Fire Regulations, we would ask that you sign in on arrival and tell us if you are leaving for lunch breaks etc. When you first start at the Nursery we would normally allocate you a regular slot. If you cannot attend on your normal day we would appreciate a phone call so that we can arrange other cover. If you have any suggestions, problems or complaints we would appreciate it if you could tell a member of Staff rather than another Friend or volunteer. We have a Complaints Policy which is available on request.

Without your assistance we would find it very hard to continue the essential work of Cherry Tree and Chestnut Nurseries, helping people with severe and enduring mental illness to regain their dignity and to improve the quality of their lives; helping them to socialise, find friendship, companionship and to learn new skills.

Our Friends are invaluable in enabling the work of this very special and unique project to continue.



Caring for people, caring for plants

We rely on our Friends to treat our volunteers with respect, tolerance and sensitivity and to promote the caring community we believe in. The services we provide, including courses and outings, are for the specific benefit of the volunteers and are not available to Friends who are here to support the work of the Charity and to do the work the volunteers are not able to do.

In some instances it may be necessary for you to have a DBS check undertaken which will be paid for by the Nursery. We will advise you if this is required.

The Trustees of our Charity insist that our volunteers abide by certain rules, which really go without saying in any working environment. We are obliged to include the following clause for you to sign to satisfy our Insurance and Health and Safety requirements:

“I understand that no person attending the Nursery may be under the influence of, or in possession of, alcohol or non-prescribed drugs and that any person driving any of our vehicles must have a full and clean driving licence. No disruptive behaviour will be accepted.”

Please sign to say that you have received, read and understood this Agreement and the SWOP Safety Code of Practice Document.

Signed .....

Date .....