

BOURNEMOUTH NATIONAL TRUST VOLUNTEERS

GUIDELINES FOR TASK LEADERS

BEFORE THE WORK PARTY

- Contact the work party National Trust ranger 3-4 days before the work party to confirm number of attendees, meeting point, intended task etc.
- Update Meetup with any changes to the venue or task, or ask the work party co-ordinator to do this.
- Check if there is a 'group activity form' that requires completing for your National Trust work party site (as of August 2023, KL was the only site requiring completion of the form)
- Respond to any queries from work party attendees.
- If there are any weather issues, contact the Ranger to make sure the work party can go ahead.
- Take a note of all attendees' names from Meetup to take with you.

AT THE WORK PARTY

- Make a note of any intended attendees that haven't turned up by the start time. If possible, leave a note letting them know where you are working ([what3words.com](https://www.what3words.com)); they may have been held up in traffic.
- Ask all attendees whether there are any health issues and/or emergency medication that the task leader / National Trust ranger should be aware of.
- Ask all attendees whether they are happy to be included on photos shown on any social media
- Obtain contact details of the National Trust ranger in case they have to leave you and you need to contact them; this could be a mobile number or they may leave you with a radio.
- If there are first time attendees, provide them with:
 - **Non-member form** – this should be completed by the first-time attendee on the day and returned to the task leader. This should then be posted (hard copy) or emailed (scan or a clear photo of the form) to the Hours Co-ordinator, together with the Hours Report;
 - **ICE Volunteer Health card** – this should be completed by the first-time attendee and should always be kept on their person at each work party;
 - **Registration form** – to be given to the first-time attendee. They can attend two work parties before joining, but must join before their third.
- Ask the National Trust ranger to explain the task or, if no ranger is present and you have been given details of the task beforehand, explain the task to all work party attendees.
- Either ask the National Trust ranger to provide a talk on the appropriate use of tools or do the talk yourself, particularly if there are people at the work party who have not attended before; remember that not everyone has used these sorts of tools before.
- Make sure no volunteer works on their own in case of accident.
- If there is a bonfire involved, either you as task leader or the National Trust ranger should advise on the correct management.

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- Call morning tea and lunch breaks and advise that people can take breaks as and when they feel they are needed, particularly in hot weather or if the work is very physical.
- Be prepared to curtail the work party if the weather should get very bad.
- Check that attendees are working sensibly. If you see incorrect or dangerous practice by an attendee, particularly in the use of tools, do not be afraid to tell them.
- Half an hour to an hour before the finish time, start tidying up the site and let a fire die down if there is one.
- At the end of the work party check that all tools are accounted for. Advise the National Trust Ranger if any are missing.
- Take a note of the full names of each attendee and the number of hours worked; these should be entered on the Hours Report.
- Thank everyone for their help.

IN AN EMERGENCY

- If an emergency occurs on site, make contact with the ranger or if it is a serious accident, contact the emergency services directly.
- Ensure that the emergency services are provided with the person's details from the **Non-members** form or the **ICE Volunteer Health Card**. If these are unavailable contact the Membership Secretary for details if an existing member.
- Report any incident to the BNTV secretary in due course (contact details available on the newsletter).

AFTER THE WORK PARTY

- Complete an Hours Report and send to the Hours Co-ordinator, either by email or post.
- If there are any non-member forms, scan or take a clear photograph and send to the Hours Co-ordinator, along with the Hours Report.
- If you have any concerns about the work party itself or any attendees, contact a committee member.

Notes

The *Non-Member Form*, *Hours Report* and *Kingston Lacy group activity form* are available on the BNTV website under the *Task Leader Forms and Information section* <http://www.bournemouth-ntv.org.uk/TaskLeaderFormsInformation>.

The *Registration Form* is available on the BNTV website under the *Registration & ICE Cards section* <http://www.bournemouth-ntv.org.uk/RegistrationICECards>.

The *ICE Volunteer Health Card* is available on the BNTV website under both the above sections.

Most attendees will indicate their attendance by signing up on Meetup and most queries can be responded to within Meetup. There may be one or two attendees who will prefer to ring the task leader.