

Welcome to our team

Your role as an RSPB
volunteer starts here



Let's work together
for nature

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Thank you for taking action for nature

I'm delighted you've decided to donate your time and talents to the RSPB, and I really hope you enjoy volunteering with us.

The RSPB is the largest nature conservation charity in the UK, saving species, forging partnerships, and inspiring others to fight for the future of nature.

You're now part of something big – a vast movement of amazing, passionate and dedicated people who give their time, energy, and skills to ensure the natural world recovers, thrives and flourishes.

I'm sure you'll have questions about volunteering with us. This handbook is your introduction to life as an RSPB volunteer and hopefully it will answer some of those questions. If we've not managed to cover everything, please speak to your manager or key contact – they are very knowledgeable and are there to support and mentor you in your volunteering.

There's a Greek proverb which, for me, sums up what volunteering for the RSPB is all about. ***'A civilisation flourishes when people plant trees under which they will never sit.'*** Together we are helping to save nature for future generations.

It's no exaggeration to say that without our volunteers – and that includes you – it would not be possible to do all the amazing conservation work that we do, across the UK and internationally, for the benefit of wildlife and people, all people.

Whatever volunteering role you undertake with us, thank you. Welcome aboard!



Alan Murray Head of Volunteering
alan.murray@rspb.org.uk



Our aims

What we do can only be achieved through people, **all people**.

We believe everyone has a role in creating our future. We want you to feel proud of what the RSPB does, feel supported to be yourself and thrive and live our shared values.

We are committed to developing the RSPB as a great place to volunteer. And we want your volunteering experience to be fun, impactful, safe and enjoyable.

We hope you have a rewarding and wonderful experience volunteering with the RSPB.

We love hearing inspiring stories about your volunteering. If you have any feedback, good or bad, please let us know by emailing the volunteer team at volunteers@rspb.org.uk

Whooper swan Ben Andrew (rspb-images.com)

We aim to make sure you

- feel welcomed, appreciated and respected as a volunteer
- have a good understanding of what the RSPB is and does
- know what is expected of you, and who to speak to for support and advice
- know your opinion is welcomed and treated with respect
- feel safe to be yourself whilst volunteering with us
- feel your contributions are valued and know your needs are met
- receive regular feedback on how you are doing
- know who to speak to if there are problems or difficulties, and that you will be listened to and taken seriously
- have the chance to learn new skills and to be given training where relevant
- have safe working conditions and adequate insurance cover
- are not out of pocket.

We ask you to

- embrace the values and behaviours of the RSPB, and what they mean for how we all work together
- undertake your volunteering with us in line with our volunteering code of conduct
- be responsible, reliable, confident and professional
- respect confidentiality
- be accountable and accept constructive feedback
- be open about what you want from volunteering, and your support needs
- take part in relevant learning and development
- adhere to the RSPB's policies, procedures, and legal requirements
- ask for help and guidance when you need it
- treat others as you would expect to be treated yourself
- help the RSPB keep vulnerable people safe from harm
- avoid any actions that would bring the RSPB into disrepute.

Nature is in crisis. Together we can save it.

The natural world is being pushed to its limits. Carrying on with the status quo simply isn't an option. We're intensifying our efforts to have an even bigger impact.

Our new strategy and brand direction reflect our strength, determination, and commitment. The following guidance will help you to understand who we are as an organisation and how together, we aim to create a better world for nature and people.

Who we are

The RSPB is a nature conservation charity. We bring people together who love birds and other wildlife, and who want to act to restore the health and diversity of the natural world.

Working in the UK and around the world, we take a bird's eye view of all the issues that the natural world can face. We look at the bigger picture and focus on the detail too.

We're in a nature and climate emergency, and individual species, habitats and landscapes are in jeopardy. But we focus on hope.

By working together with a renewed strength and purpose, we will provide solutions to ensure the natural world recovers, thrives and flourishes.



Together, we can create a brighter future

Nature is in crisis and at times the problems can seem relentless and insurmountable. Time is running out to act, but our work provides clear, uplifting proof that – with the right help – nature can bounce back. If we all do our bit, we can save our natural world.

We must cooperate and collaborate with others because nature's problems are too big for us to tackle alone. Conservationists and land managers, business leaders and decision-makers, city dwellers and countryside-lovers – we all have a role to play.

We need to work alongside people from all backgrounds, encouraging, inspiring and empowering them to take action, unlocking the power of people to drive positive change. The future of nature depends on it.

What we do

We think and act big. We carry out conservation that is visible from space, transforming land and sea to protect and restore natural environments and save species. Around the world, we're millions strong. We inspire people young and old to care for the nature around them and to take small, achievable steps to change the world. All of our work is driven by science and evidence, and is encompassed in five areas.

Science

We ground our work in a thorough understanding of the natural world.



Ben Andrew (rspb-images.com)

Species

The survival of species is the ultimate sign of whether conservation is working.



Smooth newt Ben Andrew (rspb-images.com)

Place

Nature needs other nature. That's why we work to create bigger, better and more joined up protected areas on land and at sea.



RSPB St Aidan's Nature Reserve
Rosie Dutton (rspb-images.com)

People

A thriving natural world is only possible if people feel connected to and understand nature.



Patrick Cashman (rspb-images.com)

Policy

To stop nature's downward spiral and to build a world where wildlife can thrive, governments must have the right ambition.



Ben Andrew (rspb-images.com)

How we work

We protect and restore habitats and landscapes, save species, help end the nature and climate emergency and inspire others to do the same. The following four behaviours drive how we work.

We act

We're in a nature and climate emergency. We won't stop acting to protect and restore habitats and save species from extinction while the threat to nature persists.



Liam McFaul (rspb-images.com)

We influence

We use our voice to help people understand the threats facing nature and the solutions to save it. Our words are based on evidence and they carry emotional weight.



Nick Hawkes (rspb-images.com)

We collaborate

We are one of the few conservation organisations that has the capacity and the expertise to make a difference on a truly global scale. By partnering with others we will make a difference across the world.



Michael Duff (rspb-images.com)

We empower

The closer people feel to nature, the more likely they are to defend it. We bring the UK together across countryside and cities, in person and online.



(rspb-images.com)

Where we work

Much of our work is local, but we have a planet-sized plan. From wide-open wetlands in the UK to dense and steamy forests in West Africa, wherever wildlife is under threat, we collaborate with partners across the globe to save it.

In the UK

Our nature reserves are vital refuges for wildlife. But we also focus on connecting these special places across the landscape.

Priority landscapes

We are working to create more, bigger, better and connected protected areas by focusing on 37 'priority landscapes'. These are areas where we can have a major impact and encourage people and partners to get involved. We are carrying out conservation on a landscape scale, working with landowners to make the pieces of land between our reserves the best habitats they can be for nature.

A four-country approach

When it comes to UK conservation, one size doesn't fit all. To achieve the best for nature, it's essential that we tailor our work to the unique situations in each of the four UK countries: England, Northern Ireland, Scotland and Wales. That's why we work locally with communities on issues that matter to them, as well as nationally with the relevant administrations on devolved matters.



Further afield

We work internationally with partners and local communities to protect and restore wildlife and wild places. We're proud to be the UK partner of BirdLife International – the largest international partnership for nature conservation. By working together, we can all have a greater global impact, helping to stem the loss of biodiversity and achieve a more sustainable world.

Birds don't see borders

During their migration, birds can fly thousands of miles. They don't see borders and so neither do we – instead of focusing on one coastline or even one country, we look at the entire flightpath. For instance, we're working to protect birds along the East Atlantic Flyway, one of the world's key migration routes which stretches all the way from the Arctic to South Africa.

And we don't just focus on birds. Our international work also helps to protect a whole range of species and habitats, from pygmy hippos and forest elephants in West Africa's Gola Rainforest, to Saiga antelope on the Kazakh steppes and even iguanas on Caribbean islands.

Our values

Our values – courage, collaboration, clarity and connection – are the core beliefs and principles that guide the way we act and behave in our day-to-day work.

Together, they focus on making the RSPB the best it can be. They were created by our employees and volunteers, for all of us, and represent your varied voices about the behaviours we need to achieve our ambitious strategy. They'll help make the RSPB somewhere everyone can thrive, feel proud of what they do, and supported to be themselves.

They'll help us rise to the challenges of the future and supercharge our efforts to save nature. **If you'd like to know more about these values and the behaviours associated with them, speak to your manager or key contact.**

Rosie Dutton (rspb-images.com)

The values that guide our behaviour



Courage

We have the courage to push boundaries and create change. We constructively challenge and hold ourselves and each other to account. We support each other in making brave decisions.



Collaboration

We create an inclusive environment of trust and safety where everyone can share, contribute and work together. We're open to each other, and to innovative ideas, actively listening and responding to contributions. We commit to doing what we say we'll do, and we're adaptable to achieve our aims.



Clarity

We're clear and transparent on our purpose, priorities, decision-making processes, roles, responsibilities, and accountabilities. These are clearly defined by our leaders in doing what we say we'll do, and we're adaptable to achieve our aims.



Connection

We value and respect each other for who we are and what we bring. We celebrate our connections. We're stronger through mutual support and respect.

Our volunteering principles

Our volunteers are very important to us and it takes a special type of person to volunteer. Without you, we wouldn't be able to do everything we need to do to create a shared world where wildlife, wild places and all people thrive. We're committed to giving you the best possible volunteering experience.

At the beginning of your volunteering journey, you will have your volunteering role explained to you. You will also have an appropriate induction from your manager or key contact.

People to support you

You'll have a manager or key contact for your volunteering role, and they're your first point of contact for anything to do with your volunteering. We also have local Volunteering Development Officers who are there to help and support you. You can contact them by simply emailing the appropriate country email address listed inside the back page of this booklet.

'Assemble' volunteer management system

Our volunteer website and app is called Assemble. It allows you to easily view and update your personal details, manage your volunteering shifts and tasks, and record how much time you spend volunteering with us.

You can explore what other volunteering opportunities are available, easily apply online and even let us know about a skill or talent you'd like to offer the RSPB.

Assemble provides many ways to connect, including via internal messaging, and you can also sign up to volunteer events. Through the 'Document Hub' tab, you can quickly and easily access resources and guidance to help with your volunteering role. And the 'News' section allows you to keep up to date with everything that is going on across the RSPB.

You can find more information about Assemble and answers to some frequently asked questions at rspb.org.uk/assemble

rspb.org.uk

If you want to find out more about our conservation work and our current campaigns, the RSPB website is the place to go. And if you simply want to be able to start spotting the difference between a Chiffchaff and a Chaffinch, you'll also find out lots of detailed information on species and their habitats too.

Learning and development

To help develop your skills, we offer training courses and workshops, online learning, shadowing or coaching opportunities. A range of leaflets, books and fact sheets are also available. Talk to your manager or key contact about what would benefit you in your role.

Recognition for all you do

You're essential members of our workforce and we want you to feel valued and recognised every time you volunteer. We'll say 'thank you' and organise thank you events to celebrate your achievements.

Our annual President's Awards and Long Service Award are just two ways that we celebrate the amazing contributions and achievements of our volunteers.

Regular communication

We're committed to keeping you up to date with news about the exciting work of the RSPB. We'll share information with you via:

- 'News' section on Assemble
- our regular volunteer e-newsletter, Volunteer Connect
- local newsletters, email updates and publications
- team meetings, volunteer meetings and social events
- the opportunity to provide feedback via surveys, forums and focus groups.



Volunteering with the RSPB

At the RSPB, over 12,000 people volunteer to take action and save nature. By collaborating with volunteers we're able to make a bigger, better impact for nature and the environment.

Giving us feedback

We regularly review how we communicate with our volunteers and welcome your feedback. Please keep us updated about your circumstances and let us know how you feel about volunteering with us. Email us at volunteers@rspb.org.uk

Support from our Assistance Programme

Our Assistance Programme is a **free** confidential, professional and impartial helpline which provides access to counselling and information to assist you with personal or work-related challenges.

It's **free** to use and available 24 hours a day, every day, to you and your close family and dependants.

Call 0800 389 0285 (free from a UK landline). If phoning from overseas, call **+44 161 836 9780**. Speak to your manager if you want to know more about the programme and what it provides.

The chance to tell us what you think

We will give you the opportunity to tell us what it's like volunteering with us via our yearly Volunteer Engagement Survey. It takes just a few minutes to complete and helps us look at what we can do to improve your volunteering experience.

Expenses

You're entitled and encouraged to claim out of pocket expenses incurred as a result of their volunteering. All expense claims should be made within one month so that we can reimburse you promptly. Please speak to your manager or key contact for a copy of our expenses policy.

A safe place

The RSPB Safeguarding Policy is in place to ensure that children and vulnerable adults are kept safe.



A woman with brown hair tied back, wearing a green and brown camouflage t-shirt, is bent over and smiling while working in a garden. She is wearing green wellington boots. In the background, another person is partially visible, holding a wooden handle. The ground is dark soil.

Our volunteering policies

We have a dedicated team of staff whose role is to ensure your volunteering is not only a rewarding and fulfilling experience but also fun and enjoyable. We want you to be happy to recommend volunteering with us to your friends and family.

This section of the handbook gives a summary of the key policies that underpin volunteering with the RSPB. It's not a complete list and things evolve and develop, but we'll try to tell you about any changes in a timely manner.

Andy Hay (rspb-images.com)

Let's all volunteer together

Our vision is to create a world richer in nature. To do this we need more people, and more diverse people, on nature's side. We're committed to an inclusive and diverse RSPB where everyone is supported, valued, and able to be their true selves.

The RSPB will do everything reasonably practicable to make volunteering available to everybody and to conform to all relevant legislation. We will promote the creation of positive and harmonious working environments in which you feel comfortable being yourself while volunteering with us.

Code of conduct

Like many charities, it is important for us to ensure that the conduct of all people connected to our work is in keeping with the organisation's beliefs, values and aims. As such, we have a code of conduct to give you guidance regarding the key issues that you need to be aware of, and the standards by which you would be expected to behave. **This applies to everyone at the RSPB.**

Keeping things confidential

In your role as a volunteer, you may have access to personal information or information that is not public knowledge. It's essential that you keep personal information confidential, safe, and secure, whether on computer or on paper, when you are with us and when you leave the organisation.

People must be able to trust us with their personal information and be confident that anything disclosed to staff or volunteers is treated confidentially and with respect and in line with our Privacy Policies. If you have any concerns about this, please speak to your manager or key contact.

Data protection

The RSPB is committed to meeting and exceeding its legal obligations around data protection. You can rightly expect high standards in how we look after your personal information we hold on paper and on computer. We will not sell your information to third parties; we will only use it in connection with your agreed volunteer role and to keep in contact with you about all things volunteering.

You have a legal right to request access to the data we hold about you. If you'd like to do this, please contact your manager, key contact or email volunteers@rspb.org.uk

Keeping vulnerable people safe

The RSPB recognises the importance of involving vulnerable people – whether children or adults – in the work that we do. We believe that helping more people to feel deeply connected to nature is crucial for ensuring society and decision makers value nature more and do more to protect and restore it. We want to encourage their interest in and understanding of nature conservation issues, and help them to connect to and take action for nature through our work, projects and programmes in the UK and Internationally in the following ways:

- through visits to nature reserves
- through schools' outreach
- through volunteering
- by participating in RSPB activities
- through membership of the RSPB, RSPB Wildlife Explorers and RSPB Phoenix, individually or as families.



Safeguarding

We want everyone to enjoy their involvement with the RSPB, and must operate safely, with safeguarding as the top priority. We're committed to safeguarding the welfare of vulnerable people and anyone who encounters our organisation. They are entitled to protection from physical, sexual and emotional harm or exploitation and have the right to a safe, positive and enjoyable environment when involved with the RSPB.

When in the company of vulnerable people

- keep them safe from harm
- lead by example, showing the type of behaviours that we expect from others
- complete any safeguarding training required for your role
- take care about what is said and the way it is said
- find out what the vulnerable person can and can't do – don't assume – ask!
- if appropriate, check that they understand their roles and responsibilities and that they are supported to meet these
- respect a vulnerable person's right to privacy
- report any concerns you may have about the safety and welfare of a vulnerable person to your line manager or key contact
- bear in mind that some actions, no matter how well intentioned, may easily be misinterpreted
- avoid being alone with vulnerable people if you can, particularly one-to-one contact, especially in isolated areas
- when one-to-one contact is unavoidable, keep it short, be accessible and make sure someone is informed
- if you do have to touch the vulnerable person eg for first aid, ensure that you get their agreement beforehand and explain what you are going to do and why
- avoid one-to-one communication whatever the platform (social media, email, video call etc) or device (mobile or computer). You must involve another volunteer or employee in the communication
- get to know the Lost Child/Adult Procedure for your site, where appropriate
- report any concerns you may have about the safety and welfare of a vulnerable person to your line manager or key contact.

Further information about safeguarding vulnerable people

We run training courses for RSPB volunteers who work specifically with vulnerable people. Find out from your line manager or key contact if this training is required for your role. For some volunteering roles, safeguarding training is essential.

Alternatively, speak to your line manager, key contact, volunteering development officer or safeguarding adviser (your line manager or key contact can let you know who this is) if you:

- want to see a copy of our Safeguarding Policy
- want to know what training is available
- need help with planning an activity
- are unsure of the correct level of supervision
- are worried that you may be left on your own with a vulnerable person
- want advice on safety or other matters involving vulnerable people.

Following these actions will ensure you give vulnerable people a great experience of the natural world and the RSPB.



Volunteering with the RSPB

Are you a helper? An administrator? A social media manager? An organiser? A tidier? An outdoors person? A birder? A people person? A gardener? There are hundreds of ways to give your time to volunteering with us - rspb.org.uk/volunteer

Nature-friendly travel

We always encourage our people to travel in an environmentally-friendly way. If travel is required for volunteering, consider sharing a vehicle with an RSPB staff member or another volunteer. If public transport is an option, please use it.

Name badges and uniform

For some volunteer roles you'll be provided with a name badge and/or a uniform. It's important that you only use these when representing the RSPB as a volunteer and that you hand them back when you leave your role. Some volunteer roles require a photo identity card or security pass, and we also request you return this when you leave.

Volunteering while on benefits

If you're receiving state benefits, you can volunteer and, in nearly all cases, your benefits will not be affected.

Taking a break

Sometimes life events happen that mean you might need to take a break from volunteering for a while, and this is fine. We just ask you to keep your manager or key contact informed of any decision to take a break and when you expect to return as soon as possible, so we can make arrangements to cover your role.

Providing a reference

We can provide you with a reference where required based on any volunteering that you do for us. This is available for up to one year from your last day of volunteering with us.



Volunteering with the RSPB

You don't even have to be a bird or wildlife expert to volunteer for us. There are many ways you can get involved with our work. If you don't know a Robin from a Redwing, it really doesn't matter.

Sorting out problems

We love to hear when things are going well. But we also want you to tell us, as soon as possible, if things are not going well.

We usually recommend responding to issues and concerns informally. However, if it's a serious matter or one that has escalated, we have systems in place to support both volunteers and employees. You can talk to your manager, key contact or Volunteering Development Officer via the appropriate country email address (see inside back cover of this booklet), or email **volunteers@rspb.org.uk**

If there are concerns around your behaviour or contribution as a volunteer, this matter will be discussed with you and steps agreed to address these concerns. This may include additional training or mentoring.

If the areas of concern cannot be resolved after additional discussions, your volunteering relationship with the RSPB may have to cease.

Always speak up

The RSPB is committed to maintaining the highest standards of honesty, openness, and accountability. We will not tolerate malpractice and encourage you to come forward if you have any concerns.

To speak up, either email **whistleblowing@rspb.org.uk**, or call **0800 915157** (hotline operated by Safecall) or write to:
**Safeguarding and Investigations Manager, People Directorate,
RSPB UK Headquarters, The Lodge, Sandy, SG19 2DL.**

Leaving your role

If you decide to stop volunteering with us, or if your role has ended, we will welcome your feedback on your experience with us.

You can email **volunteers@rspb.org.uk** or talk to your manager or key contact. Remember to hand in any RSPB resources and property you may have acquired through your role before you leave us.

For more information or copies of any of our specific policies, please contact your manager, key contact or Volunteering Development Officer via the appropriate country email address (see inside back cover of this booklet), or check out the 'Document Hub' on Assemble.

Keeping you safe

The RSPB takes all reasonable steps to provide safe working environments and to give you appropriate health and safety instruction, training, and supervision. We've devised advice and procedures to help ensure you have a safe and enjoyable time whilst volunteering with us. We ask all volunteers to follow the health and safety measures that are in place where you volunteer.

No matter where and how you volunteer, you can enhance your safety and that of colleagues by being aware of potentially hazardous situations and planning responses to them.

This section highlights basics about keeping safe and well whilst volunteering. Use those applicable to your particular role.

Protect yourself

Working safely requires common sense. Tell your manager if you feel you don't have the physical capabilities or expertise to undertake a task you've been assigned. And make it known if you are on medication or have any medical conditions that we need to be aware of, to keep you safe whilst volunteering.

First aid

When you start volunteering, find out where the on-site first aid kit is located, who the first aiders are, and how to contact them in an emergency.

Risk assessments

We undertake risk assessments for all our activities. As a result, we have identified ways of undertaking our work to minimise the risk to you and your colleagues. If you're not sure how to do a task safely, please talk to your manager or key contact before you start work.

Cover your back

Lifting and handling a load incorrectly can lead to painful back injuries, and persistent bad lifting can cause severe and prolonged strain. Heavy labour, such as shovelling and dragging, can be a problem too. Always get advice on the correct technique from your manager, key contact or a colleague and take care!

Get set up properly

No matter how good your typing skills, you can suffer serious ill effects if you use a computer without a few sensible precautions. Ask for instructions on how to make sure your chair, keyboard, monitor and desk are properly adjusted. And don't forget to take regular breaks from your computer screen.

Fire procedures

Ask about fire procedures where you are volunteering, the location of alarms, exits and fire extinguishers and who the fire warden is. If you will need assistance leaving a building or site during an emergency, please discuss this with the fire warden, so you have a plan in place.

Dress code

Always dress appropriately for the work, weather conditions and where you're volunteering. If you are unsure what to wear, take advice from people familiar with the site, particularly in mountainous or exposed areas.

Health precautions

Anyone carrying out practical work on RSPB reserves is strongly advised to have an up-to-date tetanus inoculation: your GP can advise on this. And make sure to ask about our guidelines for dealing with cuts and grazes, insect bites, etc.

Lighting up

Those who smoke and vape must consider the health, comfort and safety of others and use a designated smoking area. Always ensure that cigarette ends and matches are fully extinguished and properly disposed of when finished.

Smoking and vaping are prohibited in RSPB buildings, vehicles and volunteer accommodation.

Looking out for each other

We all have an obligation to ensure our actions do not put other volunteers, employees or the public at risk. The best way to deal with accidents is to prevent them happening in the first place. But all the procedures and precautions in the world are no match for vigilance and common sense. So, if you see a hazard or an accident waiting to happen, warn colleagues and your manager straight away.

Your wellbeing and resilience

Our organisation's greatest resource is **you** – our people – and your wellbeing and resilience is important to us. If at any time you're struggling in your volunteering role and need any help and support, please speak to your manager, key contact or make use of our Assistance Programme – see page 28. We also have a network of Mental Health First Aiders who you can talk to at any time.

The RSPB insurance policy

As an RSPB volunteer you are covered by the RSPB's insurance policy. There are no upper or lower age limits for volunteering.

If you are undertaking a volunteering role appropriate to your skills and abilities, you'll be covered for it under our insurance. **Please contact us for more information if you require it.**

What RSPB insurance DOES cover

Public liability cover

This protects you from any claims made against you for negligence, bodily injury to a third party, and loss of, or damage to, a third party's property.

Personal accident cover

All volunteers are covered for accidental death, injury resulting in loss of limbs, eyes, as well as permanent total disablement. Protection is provided for volunteers while carrying out any business on behalf of the RSPB.

Our personal accident cover contains certain limitations for those under 16 and over the age of 75.

Motor vehicle insurance

If you are over 18, with a current, clean driving licence, you may use RSPB fleet vehicles and be covered by the RSPB's insurance, subject to the approval of our insurers.

To do this please contact Licence Checks via email at licencechecks@fleetps.co.uk with your Assemble number and home postcode. You will be sent an electronic form called DH1 Driver Entitlement Consent to complete.

What RSPB insurance DOES NOT cover

Your personal possessions

It is not possible for the RSPB to provide cover for loss of, or damage to, any of your personal possessions you may have with you during your volunteering.

Driving your own vehicle while volunteering

If you're using your own vehicle for getting to or from your volunteering or to undertake your volunteering role, we advise you make your insurers aware of this.

Volunteering is considered a leisure activity and your insurers should not require you to have business travel cover for your volunteering activity. In fact many insurers have made the commitment to avoid extra charges for those volunteering.

However, if you do have to pay towards additional insurance because of your volunteering, you should talk to your manager or key contact.

If you're using your own vehicle for RSPB business or travelling to more than one location on the same day to undertake your volunteering role, you will need to complete a DH1 Driver Entitlement Consent – see opposite page for what is required.

Please ensure you hold a valid driving licence, valid MOT and up-to-date road tax for your vehicle.

Make sure everything is clear

Review this checklist with your manager or key contact to ensure everything has been covered in your induction. Discuss anything else you want to know.

- ☐ Have you been given helpful information about the RSPB's work locally?
- ☐ Do you have a copy of your role profile and understand the tasks that you are going to be doing in that role?
- ☐ Do you understand how your role fits within the work of the RSPB nationally and locally?
- ☐ Have you registered on the Assemble website and app and added your emergency contacts, skills and contact details?
- ☐ Do you know how to get hold of your manager and key contacts?
- ☐ Do you have a list of useful local contacts, including your country or UKHQ Volunteering team?
- ☐ Did your induction cover health and safety, safeguarding and data protection?
- ☐ Do you know what type of support you will receive in your role?
- ☐ Do you understand the policies and procedures applicable to your role?
- ☐ Have you been told about learning and development opportunities?
- ☐ Do you know what to do in an emergency?
- ☐ Have you had information on how to claim any agreed expenses?

Your key contacts

Volunteers@rspb.org.uk	UKHQ
Engvolunteers@rspb.org.uk	England
scotvolunteers@rspb.org.uk	Scotland
Cymruvolunteers@rspb.org.uk	Wales
Nlvolunteers@rspb.org.uk	Northern Ireland

Our main UKHQ number is **07167 680551**

Write in any other relevant contacts here

Thank you for volunteering.

**Nature is in crisis.
Together we can save it.**



Protecting habitats, saving species
and helping to end the nature and
climate emergency.

**Nature is in crisis.
Together we can save it.**

Stay connected

Keep up to date with the latest thinking, news, events
and information from the RSPB in your local community.



@natures_voice



@TheRSPB



@rspb

Headquarters

RSPB The Lodge
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