Cardiff Conservation Volunteers

Est. 1978



Welcome Pack

The Queen's Award for Voluntary Service

The MBE for volunteer groups

CCV in a nutshell....

CCV work every Sunday and you'll be welcomed whether you attend every week or once a year.

CCV will pick you up at the museum at 9am Sunday morning and bring you back by 5:30pm

CCV provide all the tools, training and tea

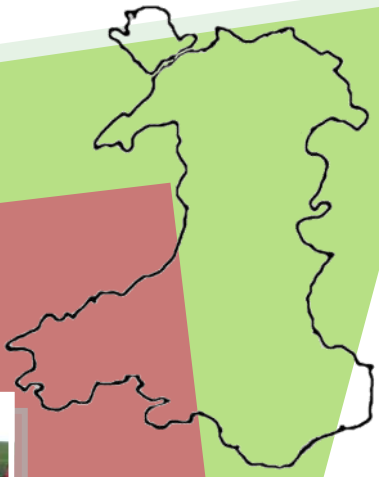
CCV will take you to a variety of places around South Wales.

The rest of this document covers....

- Who we are
- How we work
- Health and safety policy
- Younger volunteers
- Membership



These are the kinds of things we do





- Plant trees



- Rebuild dry stone walls



- Create school wildlife gardens



- Repair footpaths and stiles



- Dig and maintain wildlife ponds
- Woodland management (including tree-felling and bonfires!)

How we work

CCV operate *every* Sunday come rain or shine. We meet outside Cardiff National Museum at 9:00am. The CCV minibus transports all volunteers to the worksite where we normally work until 4:00pm. We are usually back at the museum normally no later than 5:30pm. You are welcome to meet us on site and leave of your own accord but please arrange this with the task leader beforehand. Look out for the white minibus with 'Cardiff Conservation Volunteers' written on the side!





CCV projects are pre-booked in 3 month blocks and a programme of events is issued quarterly. You should have received a timetable with this document. It contains a calendar which describes each task and its location.

A leader will be assigned to each task. Whenever you wish to attend a task, all you need to do is ring the leader of that task and let them know you'll be attending.

It doesn't matter if you attend every week, once a month or even just once a year – you'll always be welcome!

Advice for attending CCV tasks.

Book as early as possible with the task leader – preferably before Friday night. Bring a packed lunch, strong footwear (steel toe caps recommended), suitable clothing to keep you warm and protected from the rain and sun. Tea, coffee and biscuits are provided.

Don't be put off if you've never done a particular task before. You'll be taught everything you need to know on task and you won't be expected to do anything you're not comfortable doing.

Health and Safety

CCV is committed to providing and maintaining a healthy, safe working environment for all its volunteers and any other people who may be affected by its activities.

Due to the practical nature of working outside with tools there are risks that come with conservation work. To reduce risks both the organisers of CCV and volunteers have a duty to bear the following guidance in mind.

Each Sunday task will have a leader who will oversee that day's work. If you have doubts about your ability or have health concerns which you feel the leader should be aware of e.g. epilepsy, asthma, allergies etc. then please let the leader know.

At the start of each task the leader will explain how to use the tools safely and highlight any risks associated with the work site. Those with First Aid certificates will be pointed out to the group.

Volunteers are expected to bring appropriate clothes for conservation work. Sturdy boots (preferably steel toe cap) are recommended. Wellington boots and work gloves will be provided but feel free to bring your own to guarantee a perfect fit!

Volunteers should bring extra layers for the colder months and sun protection for the sunnier days.

Volunteers have at all times a duty to conduct themselves in a manner so as not to endanger themselves or others. Please respect the authority of the leader, who will always act in the best interests of the whole group. If there is anything you are unsure about when you are on task then please contact the leader.



Information for young people and their parents

Cardiff Conservation Volunteers (CCV) understands that much of the work we do has natural attractions for environmentally-conscious young people, and we always welcome new volunteers as we do have members who started conservation work when they were teenagers. However, we are not a youth organisation and, due to the nature of our work, special arrangements have to be made for volunteers under the age of 18.

- Young people between the ages of 14 and 18 must be accompanied by a parent/ guardian. No one under the age of 14 may work with CCV.
- A maximum of 2 young people can be accompanied by 1 parent/guardian
- The parent/guardian is strongly encouraged to attend a conservation task beforehand (this can be before paying the membership fee).
- Attendance by young people on a conservation task is at the discretion of the CCV leader for that task.





Membership

CCV doesn't require you to become a member for the first few occasions you come out with us. However, we would then ask you to become a member – it's only £6 for two years!

Your membership will include a quarterly newsletter about the group and a programme of events. You will also get a weekly email with all the latest CCV news as well as access to the members' area of the website where you can access the programme online

To become a member, please send a cheque for £6 to our membership secretary:

Jenny Jones

4 Montreal Close,

Glasllwch,

Newport,

NP20 3RD.

Please include your name, address, telephone number and email address.