



Firs Farm Wetlands Park & Playing Fields

Welcome & Thank You

Dear New Member

Welcome and thank you for your interest in Firs Farm Wetlands Park & Playing Fields.

Firs Farm has a history dating back to when it was a pig farm around the 1800's to a prisoner of war camp during the 2nd world war. You may also be interested to know that the woodland and ancient hedgerows are cited as one of Enfield's 'Sites of Importance for Nature Conservation' (2011) (Known as 'SINC').



Firs Farm has changed a lot since the farming days.....

Thanks to working partnerships between the Friends of Firs Farm, Enfield council, Thames Water and Thames21, Firs Farm has changed.

Once a flat green piece of land devoid of visitors, it now boasts a vibrant wetlands complete with wildlife, habitats, pond with dipping platform, wetlands windows, accessible entrances and paths, interpretation, benches, picnic table, complete with



woodland nature trail.

Making a difference to people's lives:- Previously little used, other than by footballers and dog walkers, Firs Farm now has regular visitors: families, wheelchair/buggy users, walker's, jogger's, cyclists, all come to enjoy the new Firs Farm. Enfield's flagship, Award winning wetlands, sits on the doorstep of so many Enfield schools and community groups

Improvements to Firs Farm are ongoing and there is much still to be accomplished over the coming year. But to do this, we really do need YOUR help.



Membership & joining the Friends

The Friends of Firs Farm group first began in 2013 when neighbours from around the park got together to discuss the future of Firs Farm and by 2014 we were a fully constituted group with Enfield Council. Membership gives you access to all that is going on in Firs Farm through our mailing list. You can then choose how active you wish to be with the Friends through some of the many available volunteering posts and activities. To become a member and/or a volunteer, please complete the membership form at the end of this document.

Your support is important!

Membership and/or Volunteering in Firs Farm will give you an opportunity to be actively involved in a community project. You will meet many people from all walks of life, from the neighbourhood surrounding the park and beyond. It is also important to note that as a Volunteer for the Friends of Firs Farm, you are not employed, paid, and do not accrue any employment rights.

We hope that this pack will provide you with sufficient information about membership / volunteering with the Friends of Firs Farm and that you will have a fun filled eventful journey helping to make a difference in transforming and maintaining Firs Farm space for all in the community. **'Together We Can'.**

Once again, HUGE thanks and welcome to the Friends of Firs Farm team.

Yours,

Friends of Firs Farm Team

L♥VE YOUR GREEN SPACE?



Members / Volunteers information

Join the Friends of Firs Farm (FOFF), or join & become a Volunteer Friend of Firs Farm. Be actively involved in making a difference in the community and have your say and contribute to what goes on in your Firs Farm Green Space.

First Things First

You will need to decide what type of Friends membership you want and how involved you would like to be in helping to shape Firs Farm for the future.

Please consider the options below before completing the form at the end of this document.

NB: Friends of Firs Farm is a registered charity (No.1177069). We work to conserve and improve Firs Farm for the benefit of the public, bringing the community together. Funding and volunteers are our biggest challenges that we work hard to overcome to achieve our objectives for Firs Farm, keeping membership FREE to ensure that it is accessible to all. Much of our work is possible because of the generosity of our supporters. If you are in a position to help us ensure that Firs Farm continues to be looked after for everyone to enjoy, then your donation of either time spent volunteering &/or a donation will always be welcome.

Bank details: HSBC **Account name:** Friends of Firs Farm
Sort Code: 402023 **Account Number:** 32100746.

We promise to keep you updated on the changes in Firs Farm and public community events.

Option 1 Just want to keep in touch? If you only wish to stay in touch to see what is happening in Firs Farm, you can do so via our website or social media platforms. Notices of activities are also published on our website, in the park and we hold 4 public meetings a year which we would encourage you to come along to so that you can meet other like-minded, interested local people helping to transform our green space.

Option 2 'Friend of Firs Farm' membership? Being a Friend of Firs Farm means that you can support the

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group's objectives in many ways. You can do this both on and offline: social media, attending events, and generally promoting the Friends. Joining in, as and when you are able all contributes to making a difference.

Option 3 Committee / Trustee Member? Contact the Friends for details of any vacant posts.

Option 4 Volunteer Member If you prefer to roll your sleeves up, there are many physical and non-physical tasks that you can take part in get in touch if you want to know more about these. There are plenty of examples of what you can expect to get involved in on our website and we would be very grateful for any help or suggestions to continue to develop and protect our Firs Farm. **We are busy throughout the year for**

example: Creating and maintaining woodland paths,

- Fighting the fight against litter and plastic (Not so fantastic but important that we try to reduce / eradicate this)
- Planting and caring for trees, shrubs & bulbs,
- Creating wildlife habitats for example: stumperies, hibernacula's, bug hotels, boxes for birds / bats / moths and something for the butterflies, bees and other insects - and so much more.
- Looking after our wetlands and watercourse.
- Fun days with local community group volunteers clearing and caring for our green space.
- Fundraising events e.g. quiz evening, community festival.
- Organising events. Bringing the community together in Firs Farm e.g. Festival, community fun days, National Children's Day and woodland walks, trails, walks and tours.

Members / Volunteers Policy

This Policy is underpinned by the following principles:

- The committee of the Friends of Firs Farm will ensure that volunteers are properly supported for the duration of volunteering at our events.
- Friends of Firs Farm Park commits that all volunteers/organisers and members at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them.

The following guidelines deal with practical aspects volunteering.

- Must be **16 years of age** and over to volunteer at Firs Farm or be accompanied by a responsible adult.
- Volunteers/Members consent to their contact details being placed on our database. - Volunteers are requested not to consume alcoholic drinks whilst undertaking volunteering - All volunteers will receive information of Firs Farm and training provided as appropriate.

Expenses

Volunteering events are arranged by volunteers and organisers who are Friends of Firs Farm Park, members/volunteers will be undertaking their role strictly on an unpaid basis and will not receive expenses for travel, food and time spent volunteering.

Support

All volunteers will have a named person as their main point of contact at each event they attend. They will be provided with an opportunity to feedback to their contact on progress.

Health and safety

Health and Safety of volunteers is important to us.

- We expect all people who volunteer to give it the same importance.
- A safe environment should be the aim for us all. Volunteer tasks will be risk assessed.
- During any volunteering event, if you become aware of any issues please refer to your named contact at the earliest opportunity.
- Volunteers will not consume alcoholic drinks and smoke whilst undertaking volunteering function/role during their designated time slot.

What to do in event of an Emergency?

All incidents / accidents

- In the first instance – report to your Lead Volunteer Event Organiser
- Always comply with any request from the Police, Security or any other emergency services including Council/parks officers.

Reminder:- All volunteers must wear a high viz vest and any other provided PPE equipment (i.e. Goggles, hard hats) available at all times when volunteering.

- All volunteers must only work in a safe way.
- Should you be asked to do anything that you consider to be unsafe or dangerous, please report to the Lead Volunteers /Event Organiser/s. - Always use the correct equipment for the task

Incident Reporting All incidents need to be reported to the organiser for the day.

Equal opportunities Friends of Firs Farm will apply the principles of equal opportunities in the engagement and management of volunteers. Friends of Firs Farm expect volunteers to treat all people fairly and will not tolerate discrimination against volunteers, residents, and members of the public based on a person's age, race, nationality, faith, disability, gender, sexuality, or HIV status.

Problem solving

We aim to identify and solve problems at the earliest possible stage. In the event of a problem in the first instance, please refer to your named contact to try and resolve problems that may arise between volunteers and visitors to the Firs Farm Events.

Confidentiality.

Volunteers are required to treat all private/personal information that they come across during their volunteering with the Friends as confidential. Please read the Friends Privacy Statement on the website.

Volunteering roles / Description

Hours: Negotiable **Venue:** Firs Farm Park and surrounding area **Dress Code:** Task & weather appropriate.

Kit: Hi Viz Vest will be provided during volunteering events and must be returned before leaving at the end.

Recognition: Under the Enfield 100 Hours Volunteer Recognition and Reward Scheme, please register with the council or follow the link:- <https://new.enfield.gov.uk/services/your-council/volunteering/volunteeringschemes-and-awards/>

Volunteers Code of Conduct

As part of your Volunteer role you are asked to sign this document that sets out what is understood as your role with the Friends of Firs Farm together with this Code of Conduct. The Code of Conduct is important. It sets a professional standard required from volunteers/members, mutual understanding and consent.

The Code of Conduct is as follows:-

- To help Friends of Firs Farm fulfil its aims and objectives and to perform any volunteering/ support to the best of my ability.
- To be courteous, helpful and attentive to Firs Farm visitors, and organisers whilst performing my role.
- To adhere to any of the Friends of Firs Farm rules, procedures and standards, including health and safety procedures and its equal opportunities policy in relation to volunteers, members and visitors to Firs Farm.
- To maintain any confidential information of Friends of Firs Farm.
- Show a high level of reliability in terms of dress code and appropriate behaviour whilst volunteering / representing the Friends of Firs Farm..

Members / Volunteers Agreement

Please print this sheet and sign once you have read and understood the welcome pack in its entirety. Return this to Friends of Firs Farm C/o 253 Firs Lane, Winchmore Hill, London, N21 2PH.

This agreement is a description of the arrangement between **Friends of Firs Farm ("FoFF")** & Member / Volunteer.

Please indicate if you wish to become a **FOFF member only**, Or, **Member / Volunteer**, of Firs Farm (Cross through as required)
(If you are interested in being an active committee member or Trustee please contact the Friends for information)

Name:

Signature.....

Email address

Date:.....

Volunteers only (Please indicate below what particular activities you are interested in see examples below)*

All? (Please tick here) or circle individual options below **Any other?** (Please list here)

*** What activities / roles might you be interested in?**

You may be asked if you would be interested and willing to carry out the following volunteering tasks / role (this list is not exhaustive)

Where available, training / support will be provided:-

- | | | |
|------------------------------------|-----------------------------------|-----------------------------------|
| - Event Lead/ Organiser | - Steward -Direct volunteers/ | - Litter picking / path laying / |
| - Event Lead / Organiser Support | visitors to facilities and manage | planting and gardening type |
| - Administration (Various) | the facilities / refreshments | tasks |
| - Newsletter | where and when provided. | - Social Media |
| - Leafleting | - Wetlands Clean ups | - Website blogging / Copywriter |
| - Leaflet/flyer/other designer | - Tours | - Café / Hub volunteer (2018/19!) |
| - Fund Raiser / Fund Application's | - Walking/Jogging Group lead | - Other? – Please state..... |
| - First Aider | | |

The main support tasks and activities information will be provided separately to you when you undertake any of these e.g. admin, sponsorship, events, social media. If you require further information, please refer to your named contact or event organiser for full information / instructions/guidance.

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Friends of Firs Farm

Event Health & Safety Policy

The Friends want you to have fun, to be safe, and to enjoy your time volunteering with the Friends group and therefore have put together this policy for you.....

This policy has been put in place to protect not only your own, but the health and safety of others too. Please would you read and ensure that you work in accordance with the policy requirements during your volunteering with the Friends group.

If you have any questions on this policy, please speak to the organiser then sign the declaration to state that you have understood the Friends Health & Safety policy while helping at an event organised by the Friends group.

Please comply with the following guidance:-

- Ensure that you know who the First Aiders are and their location/contact details or where the First aid box is and the nearest medical help point (i.e. hospital).
- Make sure that you know the relevant procedure in the event of fire
- All injuries, accidents or incidents must immediately be reported to the organiser /First Aider.
- Before you undertake any tasks, check that you are wearing appropriate clothing and footwear (if unsure speak to the organiser) and any Personal Protective clothing and Equipment (PPC&E) that has been issued to you is worn/used as required and returned. Please report any defects found in any of the equipment/ clothing provided immediately to the organiser
- Ensure that you use the correct tools and equipment for the task, are familiar in how to use any provided tools correctly. If not either ask for instruction or DO NOT USE. - Carry out all tasks in a safe manner at all times

Do Not take unnecessary risks /play practical jokes, that may potentially endanger yourself and/or others.

Thank you for reading this, now please don't forget to sign the declaration to state that you have understood the Friends Health & Safety policy and will work in accordance with its requirements while helping at an event organised by the Friends group.

ORGANISERS ONLY:

- Plan and maintain a tidy safe, meet & greet area to co-ordinate the tasks for all Volunteers (V's).
- Ensure V's work safely and are aware of any known hazards, how to report accident/ incidents.
- Organise tasks so that they can be carried out with the minimum of risk and that all PPC&E (Personal Protective Clothing & Equipment) has been checked BEFORE and AFTER use. (Store all equipment /clothing safely).

THANK YOU

Friends of Firs Farm Committee

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