



Welcome to Friends of Firs Farm

Dear Member / New Member,

Welcome, and thank you for your interest in Firs Farm Wetlands Park and Playing Fields. Firs Farm has a rich history, from its origins as a pig farm in the 1800s to its use as a prisoner of war camp during the Second World War. Its woodland and ancient hedgerows are also recognised as one of Enfield's Sites of Importance for Nature Conservation.



Through partnership work between Friends of Firs Farm, Enfield Council, Thames Water and Thames21, and many other stakeholders, the site has been transformed from a flat green space with limited use into a thriving wetlands park. Today, it includes wildlife habitats, a pond and dipping platform, wetland viewing areas, accessible entrances and paths, interpretation boards, benches, picnic tables, a woodland nature trail, and the Firs Farm Community Hub building, established in 2024, with an accessible toilet, sensory room and café.

Firs Farm is now enjoyed by families, wheelchair and buggy users, walkers, joggers, cyclists, footballers, dog walkers, schools and community groups. Improvements are ongoing, and there is still much to do.

Your support helps us continue to transform, protect and maintain this valued green space for everyone.

Improvements to Firs Farm are ongoing, and there is still much to accomplish in the coming year. To continue this work, we really do need your help.

Membership and Getting Involved

Friends of Firs Farm began in 2013, when local neighbours came together to discuss the future of the park. By 2014, we were a fully constituted group with Enfield Council then 2018, registered Charity with a board of Trustees.

Membership keeps you informed through our mailing list, so you can hear about activities, events and opportunities to get involved. You can choose how active you would like to be, from simply staying in touch to taking part in volunteering roles and activities. To become a member and/or volunteer. Please complete the form at the end of this document.

Volunteers are not employed or paid by Friends of Firs Farm and do not accrue employment rights. Volunteering is unpaid, but it offers a valuable opportunity to support the community, meet local people and help care for Firs Farm.

Once again, thank you and welcome to the Friends of Firs Farm team.

Yours,

Friends of Firs Farm Team

Firs Farm pigs, c.1930



Photo Kindly Provided by Enfield Local Studies

Membership / volunteering options

- **Option 1: Keep in touch.** Updates through our website, social media, park notices and public meetings.
- **Option 2: Become a Friend of Firs Farm.** Support the group's aims by attending events, promoting the Friends, sharing information and helping where you can.
- **Option 3: Committee or trustee membership.** Contact the Friends for details of any vacancies.
- **Option 4: Volunteer membership.** Take part in practical or non-practical tasks that support the development, protection and maintenance of Firs Farm.

How Volunteers Help (brief list - this list is not exhaustive)

- Creating and maintaining woodland paths.
- Reducing litter and plastic waste.
- Planting and caring for trees, shrubs and bulbs and other plants.
- Creating wildlife habitats i.e. stumperies, hibernacula, bug hotels, boxes for birds, bats and moths.
- Looking after the wetlands and watercourse.
- Supporting community volunteer days, fundraising events and public activities.
- Helping organise festivals, fun days, walks, trails and tours.

Donations and Support

Friends of Firs Farm is a registered charity, number 1177069. We work to conserve and improve Firs Farm for the benefit of the public and to bring the community together. Membership is free so that everyone can take part, but donations of time or money are always welcome and help us continue our work.

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

Members and Volunteers Policy (in brief – full copy available onsite and at the end of this document)

This policy explains how Friends of Firs Farm supports members and volunteers. The committee will ensure that volunteers are properly supported during volunteering activities, and organisers and members will work positively with volunteers and seek to involve them where appropriate.

- Volunteers must be aged 18 or over, or be accompanied by a responsible adult.
- Members and volunteers consent to their contact details being held on the Friends database.
- Volunteers must not consume alcohol while volunteering.
- Information and training will be provided where appropriate.
- Volunteering is unpaid, and expenses for travel, food or time are not normally provided.

Support and Communication

At each event, volunteers will have a named contact or lead volunteer designated by the Trustees. This person will provide guidance, answer questions and receive feedback. If a problem arises, please raise it with your named contact/lead volunteer/organiser as early as possible so that it can be resolved promptly and constructively.

Health and Safety

The health and safety of volunteers, visitors and the wider community is important to us. All volunteer tasks should be risk assessed, and everyone is expected to work safely and follow guidance from the organiser or lead volunteer.

- Know who the first aiders are and where the first aid kit and defibrillator are located.
- Understand the relevant emergency and fire procedures.
- Report all injuries, accidents, incidents or hazards immediately to the organiser or first aider.
- Wear suitable clothing, footwear and any issued personal protective equipment.
- Use only the correct tools and equipment for the task.
- Ask for instruction if you are unsure how to use equipment safely.
- Do not take unnecessary risks or play practical jokes that could endanger yourself or others.
- Comply with reasonable requests from police, security, emergency services, council officers or parks officers.

PPE and What to Wear

Wear clothing and personal protective equipment suitable for the activity and weather conditions. Further guidance is available in the tools guide and relevant risk assessment, which can be provided on request and will be available on site at volunteer events.

- Wear long, sturdy trousers to help protect against scratches from injurious plants and other hazards.
- Wear sturdy shoes or boots with good grip. Steel toe caps may be recommended for some tasks.
- Wear work or gardening gloves for most activities.
- Do not wear gloves when using swinging tools such as mattocks, unless instructed otherwise.
- When sawing, you may remove the glove from your sawing hand to improve grip.
- Wear eye protection when working with spiny plants such as hawthorn or blackthorn, or when working in or near water.

Incident Reporting and Emergencies

All incidents, accidents and near misses must be reported to the organiser or lead volunteer on the day. In an emergency, follow instructions from the lead volunteer, first aider or emergency services.

Equal Opportunities and Confidentiality

Friends of Firs Farm applies equal opportunities principles in the engagement and management of volunteers. Volunteers are expected to treat everyone fairly and respectfully. Discrimination against volunteers, residents or members of the public will not be tolerated.

Volunteers must treat private or personal information encountered during volunteering as confidential. Please read the Friends Privacy Statement on the website for further information.

Volunteer Roles and Activities

Volunteer hours are negotiable. Activities take place at Firs Farm Park and the surrounding area. Volunteers should dress appropriately for the task and weather. Hi-vis vests will be provided during volunteering events and must be returned before leaving.

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| • Event lead or organiser. | • Wetlands clean-ups. |
| • Event support. | • Tours and guided walks. |
| • Administration. | • Walking or jogging group lead. |
| • Newsletter support. | • Wildlife and nature surveys. |
| • Leafleting and publicity. | • Litter picking, path laying, planting and gardening. |
| • Designing leaflets, flyers or other materials. | • Social media. |
| • Fundraising and funding applications. | • Website blogging and copywriting. |
| • First aid. | • Café or hub volunteering, where available in future. |
| • Stewarding and visitor support. | |

Volunteer Interests

Please indicate which activities or roles you may be interested in. Training and support will be provided where available. This list is not exhaustive.

All activities: Other interests:

Event Health & Safety Policy

Briefing provided at all events to help you stay safe & well.

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, their location/contact details or where the First aid box & defibrillators are 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 / team lead /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 Trustees

 **LOVE YOUR GREEN SPACE?**

Members / Volunteers Agreement

Please print this sheet and sign once you have read and understood the welcome pack in its entirety. Return this to The Trustees, 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:-

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|------------------------------------|-----------------------------------|----------------------------------|
| - 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 -FUTURE |
| - Fund Raiser / Fund Application's | - Walking/Jogging Group lead | - Other? – Please state..... |
| - First Aider | - Surveys – wildlife and nature. | |

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.

I have read and understood the Code of Conduct signed by Date

L  VE YOUR GREEN SPACE?

Volunteer Code of Conduct

This Code of Conduct sets out the standards we ask all Friends of Firs Farm volunteers, including Trustees, to follow when supporting our green space and community. It helps us work safely, respectfully and positively together. By signing this document, you confirm that you have read, understood and agree to follow these guidelines.

Working Together

These guidelines apply whenever you take part in or lead volunteer activities. As volunteers, we help represent the Charity and the positive role it plays in the community.

What We Ask of Volunteers

1. Support the aims of Friends of Firs Farm and do your best in your role.
2. Treat everyone fairly, respectfully and considerately.
3. Follow agreed guidance, including health and safety, safeguarding and equal opportunities.
4. Be reliable, book sessions as directed and let the lead volunteer know if you will be late or cannot attend.
5. Act honestly and responsibly and raise concerns with the Charity where appropriate.
6. Respect confidential or sensitive information relating to the Charity, contractors and volunteers.
7. Work constructively with others and do nothing, in person or online, that could harm the Charity's reputation.
8. Do not volunteer under the influence of alcohol or drugs or use volunteering activities to promote political views.
9. Take care of Charity and council property, including tools, equipment and hi-vis vests. Hi-vis must only be used for Firs Farm Charity-related activities and returned clean when volunteering ends.

PPE and What to Wear

Volunteers should wear suitable clothing and PPE for the activity. For full guidance, please refer to the tools guide and relevant risk assessment, available on request and on site at each volunteer event.

Volunteer Sessions

Our sessions are organised, so that everyone has a clear and shared understanding.

Friends of Firs Farm works under agreed management plans, risk assessments, method statements and a partnership agreement with the Council. These arrangements help protect our volunteers, the public, wildlife, habitats and the reputation of the Charity.

To help sessions run safely, smoothly and enjoyably, please keep the following points in mind.

Planning and attendance

- Volunteers attend by arrangement with the Charity. Wherever possible, please let the designated leader know in advance if you plan to attend a session so that work, tools and supervision can be planned appropriately.
- Each session has a designated leader who coordinates the day's activities, allocates work and ensures that health and safety procedures are followed.

During the session

- Please follow the instructions given by the session leader.
- Failure to adhere to these guidelines could endanger yourself and others
- These instructions are based on our risk assessments, ecological management plans and obligations under our partnership agreement with the Council.

- Volunteers must not undertake work that has not been agreed, or enter restricted or higher-risk areas, without authorisation of the leader designated by the trustees.
- Please use only tools and equipment provided or approved by the Charity.

Ideas, purchases and communication

- Constructive ideas and suggestions are always welcome, but decisions about session activities rest with the designated session leader and Trustees.
- Oversight of H&S and Risk – is held by designated volunteer.
- No purchases should be made on behalf of the Charity without prior approval from the Trustees.
- Please ensure all tools and equipment are returned to the allocated space in the storage unit after the session.
- Everyone is expected to treat fellow volunteers with courtesy and respect. We value teamwork, constructive communication and a positive volunteering environment.

Our shared aim is to enjoy volunteering together while protecting this important green and blue space for wildlife, biodiversity and the local community.

Thank you for your support and commitment.

On behalf of the Trustees

L  VE YOUR GREEN SPACE