

NORTHALLERTON SECRET GARDEN

WELCOME!

Thank you for coming to join us here in the Secret Garden.
We hope you enjoy your time with us.

Our vision for the Secret Garden

- To provide a therapeutic space for individuals or groups from our community who may find the garden a helpful place to be
- To increase wildlife and biodiversity within the heart of the town
- To provide sustainably grown fresh fruit and vegetables for any of the Volunteers, their families or users of the Food Bank.

We aim to provide a safe, supportive, inclusive and enjoyable environment to which groups or individuals can come. This project can offer benefits for the physical, emotional and spiritual well-being of all those involved through learning new skills, growing flowers, fruit and vegetables to share with others, making new friends, enjoying the natural world and by 'just being'.

Important principles for all of us

To help us provide a safe, supportive, inclusive and enjoyable environment, we all need to look out for the well-being of each other and keep the following in mind:

- **Equality And Diversity** We want to uphold the basic principles of respect for, and equality of, everyone, regardless of age, sex, gender, marital status, pregnancy, race, ethnicity, disability, sexual orientation, religion or belief. We expect all those involved in the garden to honour this.
- **Confidentiality** We recognise the importance of appropriate confidentiality for the group and expect this to be maintained. Please do not pass on things shared in confidence.
- **Safeguarding** We recognise that many of us may be vulnerable to abuse from others for a variety of different reasons. Even though it can be difficult, please do share any concerns with a Team Leader. We all have a duty of care to protect one another from harm.
- **No smoking or vaping, drug or alcohol use in the garden.** We want this to be a healthy and safe place for everyone.
- **Health and Safety** this is everyone's responsibility!
On the garage wall you will see some blackboards with important information for your safety in the "Boring but important" section.

Broken glass

There is a lot of broken glass in the garden. Wear gloves and sturdy shoes, not sandals. Please collect (carefully) any shards of glass and put in a pot for disposal.

Used needles and syringes

The garden has been a den for drug users in the past. We think all used needles and syringes have been removed, but please do remain alert and wear gloves and sturdy shoes not sandals. If you find a needle or syringe do not pick it up yourself, but tell the person in charge who will dispose of it safely. If you have been accidentally pricked by a needle, please report this *immediately* to the person in charge as you will need to go to A&E.

Slips, trips and falls

The surfaces in the garden can be slippery and uneven, please be careful. Do not leave tools and objects where someone can fall over them, or leave them at a height where they drop onto someone. Always put equipment back into the shed where you found them, and wind up the garden hose or cables after use.

Sprains and strains

Always work within your abilities. Do not try to lift, dig, chop, pull or move anything that is too big or heavy for you.

Equipment

Please do not use equipment that you are not familiar with; we are more than happy to show you what to do, so do ask for instruction first. This is particularly important for any power tools.

Accidents

If you, or any person near you, should have an accident, however minor, please let the person in charge know immediately. We will need to ensure that appropriate first aid is given and make a note on an accident/incident form and take any action needed to prevent a recurrence if possible.

Ideas, concerns or grievances

If you have any ideas or suggestions for the garden please do share them with us.

Likewise, if you have problems, concerns or grievances please discuss these with Liz Styan in the first instance, one of the other team leaders or a member of the committee if that is not possible.

In the same way, we will discuss with you any areas of concern that we have concerning your participation with the Secret Garden. If any issues cannot be resolved we may need to cease your involvement.

Other useful information

- There is a toilet we can use in the church hall should that be needed.
- We will provide some refreshments during the afternoon.
- The Secret Garden is supported by Northallerton United Reformed Church next door.
- Your work here will be covered by the church's insurance policy
- Liz Styan is the co-ordinator for the garden and can be contacted on 07902348850.

Data

The Secret Garden requests personal information to be able to provide insurance and a safe working environment for everyone. We will use either phone or email to be able to communicate news and information about the Secret Garden between the volunteers. Health issues, or unspent criminal convictions will only be shared with Team Leaders on a need to know basis. We will not pass on your information to third parties without your consent.

We have a Facebook page and use photos for publicity, if you do not wish to have your picture used please let us know

Please complete the attached form and return it to Liz Styan or one of the other Team Leaders.

Northallerton Secret Garden Volunteer

Name	
Address	
DOB	
Telephone	
E mail	
Emergency name and contact number	
Significant Medical history	(E.g. Allergies, heart problems, back or joint problems, epilepsy, diabetes)
Any areas of interest or skills you can offer, or any concerns or worries you may have about working here?	
Any unspent criminal convictions?	It important we know anything which may affect the safety of our volunteers. Please discuss this with us.
I confirm that I have read the above information for volunteers and accept my own role in helping to keep the Secret Garden a safe, inclusive, supportive and enjoyable environment for everyone.	
Signature _____ Date _____	

Please return this form to Liz Styan or another Team Leader