

CNA SOS GUIDANCE



Do you have an existing community project that could do with volunteers to get the job done?

Cornwall is a special place to live. Not just because of its beautiful scenery, but, more importantly, because of its strength of community. To help celebrate communities across the Duchy, and as part of Cornwall Council's 10th Anniversary projects, we are launching a volunteering scheme where we hope we can help you.

Working in partnership with the Council Employee Volunteering Scheme and CRCC (Cornwall Rural Community Charity), there is an opportunity to undertake volunteering projects in the community, with up to one project in each of the nineteen Community Network Areas (CNA) during the anniversary year.

We are asking each Town & Parish Council to submit an expression of interest for one project that is happening in your area which we can support with volunteers for either one day, or the equivalent time spread over a number of days. This could be anything that could enhance the community for example, litter picking, beach cleaning, painting benches or village halls. Cornwall Council Members will also be invited to submit an Expression of Interest for a project in each CNA.

We will choose the project to be delivered for each CNA based on availability and skills of staff volunteers and the complexities of any project. If your expression of interest is not successful, there is an option on the on EOI form to also register the scheme with the CRCC, who will endeavour to support it in the future.. The availability of staff volunteers will, of course, determine how many projects we can support.

Please watch this video to find out more about the Cornwall Council volunteering scheme to provide an example of the types of projects you might want to consider:

<https://www.youtube.com/watch?v=1Bg7x29B0qo>

What do you need to do to nominate your project?

- Read the CRCC leaflet included
- Please complete the enclosed EOI Form as fully as possible
- Return the forms to your Community Link Officer by 12th April 2019
- Raise any questions with your Community Link Officer before submitting your application.

Things to think about

- What type of tasks/ activities do you want volunteers from this scheme to help with – are they straightforward tasks that require no training/advance knowledge; and/ or a task that will require specific skills or abilities?
- How many volunteers do you need for this project?
- Do you have community volunteers who can boost the numbers?
- What do you want the scheme to achieve?
- How will your project be maintained on completion of the CNA SOS scheme?
- How will you ensure works in public areas are fit for purpose e.g. sustainable, vandal resistant and low maintenance etc?
- Are there any risks for the volunteers? If yes, how will you manage the risk?
- Are there any restrictions e.g. legal permission that will need to be obtained and/ or access to any buildings such as time of the day, week or year?
- You will need to provide all materials and equipment for the volunteers to use.

Next steps

- We will inform the Community Network Area which project has been chosen and when the project will take place (subject to availability of volunteers).
- The CRCC will require the following documents by the 15th May 2019 to register successful schemes.

These documents are not required when you submit the Expressions of Interest form

- Risk Assessment
- Volunteer Policy
- Health & Safety Policy
- Equality and Diversity Policy
- GDPR (and confidentiality generally)
- Safeguarding Policy (if they are involved with vulnerable adults/children)
- Public Liability Insurance
- Governing Document/constitution

Please note the CRCC will not be able to register chosen schemes without these documents. Templates can be provided upon request and support given.