



## Volunteering Policy

Penistone Line Partnership is a not-for-profit community rail organisation. We work in partnership with Northern Trains Ltd and other stakeholders to connect communities along the Penistone Line to their local station and wider rail network. This is achieved by promoting the use of rail services and encouraging station adoption and sustainability through voluntary action.

We encourage heritage and art projects, promote leisure activities and attractions near the railway, and run educational programmes for children at all key stages, as well as supporting communities to access rail through confidence and Try the Train sessions.

Penistone Line Partnership is a member of the Community Rail Network who supports and advises the community rail movement through membership services and events.

Read more about the impact and value of volunteering at;

<https://communityrail.org.uk/wp-content/uploads/2023/11/Final-CRN-Impact-Report-2022-23.pdf>

The board of directors for Penistone Line Partnership employs a Community Rail Officer funded by Northern who works for the partnership on a full-time basis. All other roles are on a voluntary basis including our committee, station adoption groups, community volunteering, or organised workday volunteering.

Should you wish to volunteer as an individual or as part of a new station adoption group please contact Sarah Wells our Community Rail Officer in the first instance by email at [penistoneline@gmail.com](mailto:penistoneline@gmail.com)

Station Adoption is overseen and agreed by Northern Trains Ltd through the following link.

<https://www.northernrailway.co.uk/about-us/community/station-adoption>

Further information about support and membership for Station Adoptions groups from Community Rail Network can be found at: <https://communityrail.org.uk/join-us/>

### **Health & Safety**

Volunteer Station Adopters receive a Safety Briefing from Northern Trains Ltd, either online or in person prior to any volunteer work starting at the station. Thereafter, volunteers must attend an annual safety briefing and any other training will be provided where appropriate.

For individual volunteers who work with the Community Rail Officer, on an ad-hoc basis or on organised workdays, Penistone Line Partnership will ensure that the volunteer has received a Safety Briefing via the Community Rail Officer.

Penistone Line Partnership will ensure the provision of appropriate resources required under their Health & Safety Policy(General) and ensure Health and Safety arrangements are effective.

### **Expenses**

Penistone Line Partnership will pay any reasonable expenses incurred while volunteering on presentation of the original receipt and reimburse back to your nominated bank account.

If you are volunteering at an event, PLP may be able to supply an authority to travel from Northern, or in the case of a station adoption group Northern may supply a non-Northern staff bearer pass. Should you need to claim mileage, this would be paid at 45p per mile.

Penistone Line Partnership will supply hi-vis vests for working on station platforms via Northern.



## **Support**

All volunteers will be given a named contact (the Community Rail Officer) who will act as their main contact and supervisor. This person will be available to answer any queries or concerns that the volunteer may have. Training and support will also be available from the train operator, and Community Rail network is a member for station adoption group volunteers.

## **Insurance**

All volunteers working on the station premises are covered by that train operator's insurance policy, if they have been safety briefed and are working within the station lease area. Penistone Line Partnership also holds a current Public Liability and Indemnity Insurance.

## **Equal Opportunity & Diversity**

Penistone Line Partnership operates an Equality, Diversity, and Inclusion policy. Please refer to this policy document for full details at <https://penline.co.uk/wp-content/uploads/Equality-Diversity-Policy-PLP-2024.pdf>

All volunteers are covered by this policy.

## **Safeguarding**

Penistone Line Partnership is committed to providing a safe environment when involved with children, young people, and vulnerable adults. We have a responsibility to promote their welfare and to keep them safe. We are committed to practice in a way that protects them.

Please refer to our Safeguarding Policy for full details at

<https://penline.co.uk/wp-content/uploads/Safeguarding-Policy-PLP-2024.pdf>

While volunteering at a station or on a train, Text 61016 (or call 0800 40 50 40) when you want to contact British Transport Police about an issue that doesn't require an emergency response. This service offers the travelling public and rail staff a means to contact British Transport Police directly and discreetly, to report non-emergency crime.

## **Problem Solving Procedure**

All volunteers are asked to raise any problems, grievances, or difficulties with their named contact at the time or as near as possible to the time that they occur. If the problem, grievance, or difficulty is not resolved fully by that person, volunteers are asked to raise the issue with the Penistone Line Partnership Chairperson.

In the case that Penistone Line Partnership wishes to raise a problem, grievance, or difficulties with the volunteer this will be done in private, and all practicable efforts will be made to resolve these with the volunteer.

## **Data Privacy**

Penistone Line Partnership will not share volunteers' contact information or any image/video without prior permission to do so. Full details at <https://penline.co.uk/wp-content/uploads/DATA-PRIVACY-POLICY-PLP-2024.pdf>