

# Volunteer Pack



linking community and countryside



Kent High Weald Partnership, Conservation Centre, Bedgebury  
Pinetum, Bedgebury Road, Goudhurst, Kent, TN17 2SJ  
Tel: **01580 212972** Fax: **01580 212691** Web: [www.khwp.org.uk](http://www.khwp.org.uk)  
E-mail: [info@khwp.org.uk](mailto:info@khwp.org.uk)

# Task Day Information

- **What is involved?**

Task days give you an opportunity to get involved in countryside management and learn new skills at no cost. Projects range from scrub clearing and coppicing in the winter to boardwalk construction and kissing gate installation in the summer. **There is no need for previous conservation experience**, staff will demonstrate and help as much as possible.

- **When are volunteer days?**

Tasks are run every Wednesday all year round from 10am to 3pm, although this may vary a little depending on the event being run. You may leave the site at any point as long as the project staff are notified. All details can be found on our website [www.khwp.org.uk](http://www.khwp.org.uk), in the work programme or on the BBC Breathing Spaces Website.

- **What do I need?**

It is important that you wear sturdy footwear and warm waterproof clothing depending on the weather. In summer, a sun hat and cream are a good idea. Drinking water and hot drinks are provided, although a packed lunch is required.

- **Where are the task days?**

Projects are run across the Tunbridge Wells Borough, mainly on two sites in Tunbridge Wells, one in Matfield and one in Cranbrook. Other sites are used on occasion. For full information and directions to the sites see the KHWP website. **We usually meet on site** but if you can get to a train station or bus stop we can provide a lift, although contact us in advance if this is required.

- **What is provided?**

All tools and protective equipment including gloves. A tools talk is provided on the safe use of the tools, and the staff will help out throughout the day. Drinking water is available, as well as hot drinks and biscuits.

- **What can I achieve?**

Most of all, we hope you can have a fun and enjoyable day, but you will also learn new skills, do something beneficial for the environment, help protect wildlife and enhance biodiversity, learn about the High Weald AONB, meet new people and get fit and healthy.

**For further information, do not hesitate to call 01580 212972 or e-mail [info@khwp.org.uk](mailto:info@khwp.org.uk)**

**Please fill out the confidential volunteer information sheet and bring to your first day or send to us, and read through the health and safety information sheet.**

# Confidential Volunteer Information

For health and safety reasons we ask all our volunteers to fill out this form as the information would be essential in the unlikely event of an incident occurring while on site.

## Personal Details

Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

E-mail \_\_\_\_\_

Next of Kin: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact No's: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Second Contact Name: \_\_\_\_\_

Tel: \_\_\_\_\_

## Medical Details

As First Aiders it is in our best interests to be aware of any medical conditions you may suffer from.

Do you currently suffer from any particular medical conditions you think we should be aware of (e.g. Asthma, Allergy, Epilepsy, Heart Condition etc.)?

Are you currently receiving any prescribed medication for your condition from your GP (e.g. Inhaler)?

When working in the outdoors it is recommended that all volunteers are up to date with their Tetanus Inoculation. Are you up to date?

YES / NO      Date of last inoculation ...../...../.....

Projects sometimes involve work in schools, where all volunteers are required by schools to have passed a police check. Would you be willing to have your name submitted for a police check?

YES / NO

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Volunteer Mailing List

If you would like your details to be put onto our mailing list to receive the volunteer programme and any other information about the Kent High Weald Partnership, please fill out the form below and return to the address given.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_

E-mail: \_\_\_\_\_

**I would like to receive information about (please tick)**

Volunteer Programme  Events  Surveying Wildlife   
Conservation advice  Gardening for Wildlife Scheme

**I am happy to receive information by e-mail:** YES / NO  
(this helps us save paper and reduce our postage bill)

**Please complete and return to:**

Volunteer Co-ordinator  
Kent High Weald Partnership  
Conservation Centre  
Bedgebury Pinetum  
Bedgebury Road  
Goudhurst  
Kent  
TN17 2SJ

**Web:**  
[www.khwp.org.uk](http://www.khwp.org.uk)

**E-mail:**  
[info@khwp.org.uk](mailto:info@khwp.org.uk)



# Health and Safety Information

This information provides some simple procedures that should help ensure the smooth running and safety of the task days, reducing the risk of injury.

- We recommend you wear sturdy boots (preferably with steel toe caps) as these are essential when using certain tools. All other safety equipment is provided. We also recommend you wear appropriate clothing for the weather: waterproofs, warm clothes or sunhats etc.
- It is essential your confidential volunteer information is kept up to date and any changes are made to ensure we can administer the correct first aid.
- Your tetanus inoculation must be up to date due to constant contact with soil. Contact your doctor if not.
- There will be a tools talk at the beginning of every task. If you miss the talk, ensure you find a member of staff to go through safe tools use with you. If you are unsure on the safe use of a tool at any point, ask a member of staff for help.
- Do not consume alcohol or take drugs on or before a task day.
- We need to know where our volunteers are at all times, so if you go off somewhere inform a staff member of where you are going and when you will be back.

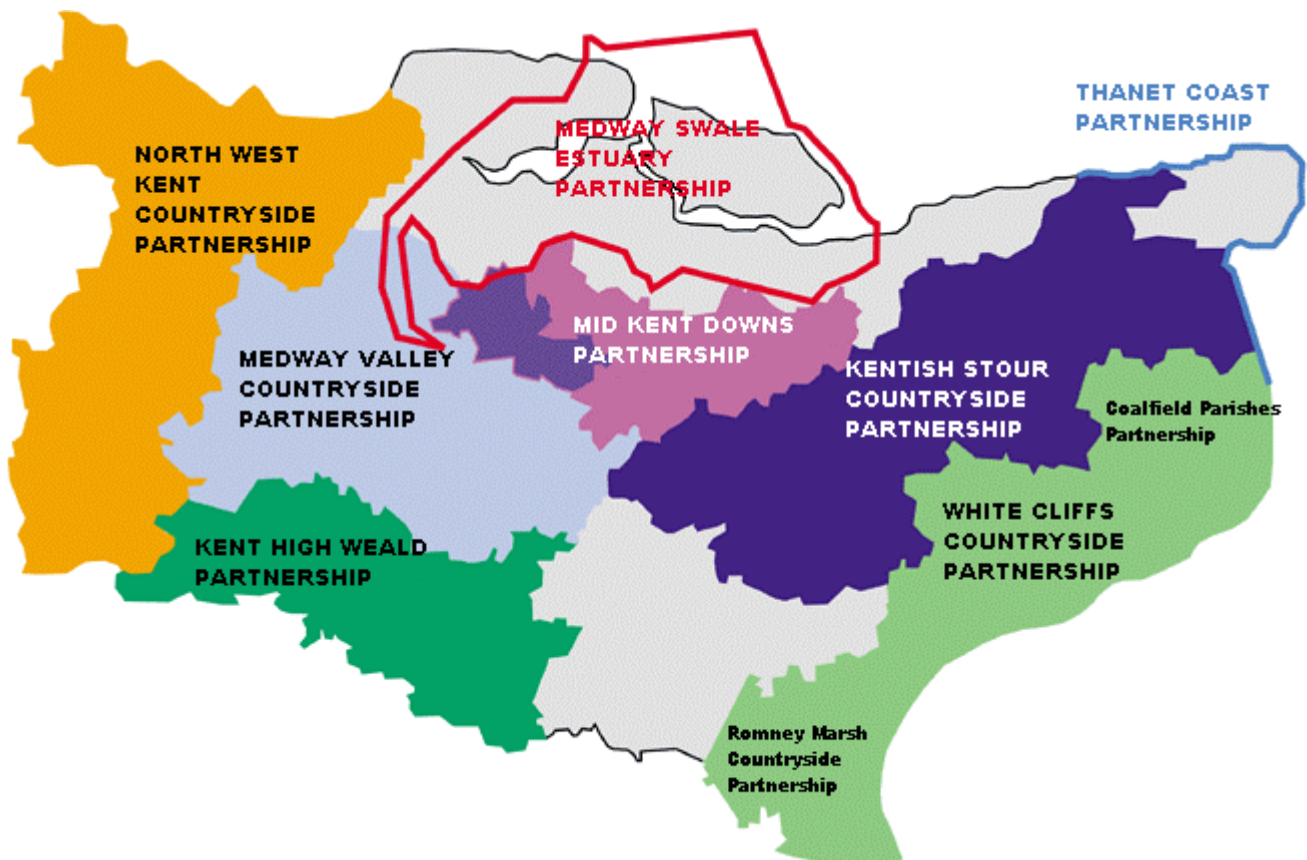
It is highly unlikely you could catch a disease while volunteering, but here is some information on symptoms to look out for.

- **Lyme Disease** is a bacterial infection transmitted from animals to humans by the adult female sheep tick. The tick lives on many animals and requires tall vegetation to find a host, where it needs warm, moist conditions to survive. It is most likely to find a host in forests and woodland where bracken is prevalent. They feed from late March to early June and from August to October. Symptoms are **flu-like and a rash may appear at the site of the bite**. To reduce risk:
  - Have minimal skin exposed
  - Remove and squash a tick alighting on skin
  - If not possible to remove and attached to the skin, the mouthpart must be gripped with tweezers and gently withdrawn. Use of surgical spirit or antiseptic is helpful. If the tick or parts cannot be managed, seek immediate help.
  - Check clothes and skin for ticks and shake clothes after work.
  - **If a bite is suspected, especially if a rash develops, contact your doctor.**
- **Tetanus** can affect anyone whose work involves contact with soil. Disease-forming spores enter the body through cuts, abrasions or puncture wounds made by splinters or thorns.
  - **People should ensure their vaccine is up to date with their GP**
- **Toxocara Canis** is a microorganism in dog faeces thought to cause blindness in children, although the risk to adults is thought to be low.
  - **If dog faeces do come into contact with skin or clothes, wash with soap and water without delay.**
- **Weil's Disease** is a bacterial infection caused by rat urine, which contaminates water and wet banks, with infection occurring through cuts, abrasions and the lining of the eyes and mouth. **Symptoms are flu-like, leading to meningitis, jaundice and sometimes death.**
  - Cover cuts with plasters, avoiding further contact with pond water
  - Wash hands thoroughly after contact with water
  - Wear wellies to reduce risk of water getting into cuts
  - **Inform GP immediately of the circumstances if symptoms appear.**

# Countryside Management In Kent

Countryside management plays a vital role in the conservation and enhancement of the Kent countryside. Their roles include:

- Providing advice and practical support to community initiatives to conserve landscape features and wildlife habitats.
- Working with local communities and Kent's Public Rights of Way department to improve access and recreation across the county.
- Encouraging landowners to play a positive role in enhancing the Kent countryside through conservation advice and the take up of schemes such as Entry level and Higher level Environmental Stewardship.
- Working in partnership with statutory and non-statutory bodies in the management of special habitats in Kent, including chalk grasslands, ponds, hedges and lowland meadows.
- Giving site visits, talks and presentations to groups to promote their work of and value of the Kent countryside.
- Producing publications to encourage exploration of the Kent Countryside.
- Providing opportunities for people of all ages to get involved on a voluntary basis in the enhancement and conservation of the Kent countryside.
- Working with schools and youth groups to interpret their local landscape and wider environment through education.





The Thanet coast together with Pegwell Bay are internationally important assets for wintering birds and the marine life associated with chalk cliffs, caves, reefs, and sand dunes. The **Thanet Coast Partnership** is working towards raising awareness of the area's important marine and birdlife.

**Contact:**

**Thanet Coast Partnership**

c/o Leisure Services, Thanet District Council  
PO Box 9, Cecil Street, Margate, Kent CT9 1XZ  
Tel: 01843 577409, thanet.coast@thanet.gov.uk  
www.thanetcoast.org.uk



The **Medway and Swale Estuary Partnership** is a voluntary forum promoting a sustainable future for the estuary. The Partnership helps the many organisations having an interest in safeguarding and promoting the area's economic, social and environmental assets to work together more closely.

**Contact:**

**Medway and Swale Estuary Partnership**

Riverside Country Park, Lower Rainham Road, Gillingham, Kent, ME7 2XH Tel: 01634 338891  
msep@kent.gov.uk, www.msep.org.uk



The **Mid Kent Downs Partnership** operates throughout the central part of the Kent Downs Area of Outstanding Natural Beauty (AONB), from Boxley to Lenham and North to the M2. It provides an advisory service on landscape and wildlife issues and could help you to find grant money for projects to protect your local countryside.

**Contact:**

**Mid Kent Downs Officer**

AONB Unit, West Barn, Penstock Hall Farm Canterbury Road, East Brabourne, Ashford, Kent TN25 5LL  
Tel: 01303 815170, Fax: 01303 815179  
mail@kentdowns.org.uk, www.kentdowns.org.uk



The **Kent High Weald Partnership** operates mainly in the borough of Tunbridge Wells. The partnership works with individuals, community groups, schools, youth groups, landowners, local businesses and Parish Councils in the High Weald Area of Outstanding Natural Beauty (AONB). Their aim is to 'link the local community and the countryside, by raising awareness and encouraging action.'

**Contact:**

**Kent High Weald Partnership,**

Conservation Centre, Bedgebury Pinetum, Bedgebury Road, Goudhurst, Kent, TN17 2SJ  
Tel: 01580 212972, Fax: 01580 212691  
info@khwp.org.uk, www.khwp.org.uk



The **White Cliffs Countryside Partnership** was established in 1989 to help care for the special coast and countryside of Dover and Shepway, and make it accessible to everyone.

**Contact:**

**White Cliffs Countryside Partnership,**

6 Cambridge Terrace, Dover, Kent, CT16 1JT  
Tel: 01304 241806, mail@whitecliffscountryside.org.uk  
www.whitecliffscountryside.org.uk



The **North West Kent Countryside Partnership** operates in the boroughs of Bexley, Dartford, Gravesham and Sevenoaks. It works to conserve and enhance the wildlife, landscape and cultural heritage of the countryside in both a rural and urban context. In addition, it encourages appropriate access to the wider countryside, promoting greater respect and understanding where opportunities exist.

**Contact:**

**North West Kent Countryside Partnership,**

Countryside Project Centre, Mead Crescent, Mead Road, Dartford DA1 2SH Tel: 01322 290787  
Fax: 01322 294727  
info@nwkent-countryside.org.uk  
www.nwkent-countryside.org.uk



The **Kentish Stour Countryside Partnership** works in the Stour Valley from Lenham to Sandwich. This includes work on the River Great Stour & its tributaries, the Kent Downs AONB, the Blean, and the green spaces within Ashford and Canterbury.

**Contact**

**Kentish Stour Countryside Partnership**

Sidelands Farm, Wye, Ashford, Kent TN25 5DQ  
Tel: 01233 813307, Fax: 01233 812532  
kentishstour@kent.gov.uk, www.kentishstour.org.uk

The partnership delivers work on the ground by giving advice to landowners, organising contractors, running volunteer conservation and access projects, providing interpretation through leaflets and guided walks, and encouraging visitors to the area to enjoy the special wildlife and landscape.



The **Medway Valley Countryside Partnership** looks after the special and varied part of Kent around the River Medway, its tributaries and a wide area of the surrounding countryside. The partnership helps local people, local communities and landowners care for and improve their local environment. They also make it possible for people to explore and enjoy this unique part of Kent.

**Contact:**

**Medway Valley Countryside Partnership**

3 Lock Cottages, Lock Lane, Sandling, Maidstone, Kent, ME14 3AU,  
Tel/Fax: 01622 683695  
medwayvalley@kent.gov.uk, www.medwayvalley.org



The **Romney Marsh Countryside Partnership** is managed by the White Cliffs Countryside Partnership to help conserve and enhance the special wildlife and landscape of Romney Marsh and Dungeness.

**Contact:**

**Romney Marsh Countryside Partnership,**

Romney Marsh Day Centre, Rolfe Lane, New Romney, Kent TN28 8JR, Tel/Fax 01797 367934.  
mail@rmcp.co.uk, www.rmcp.co.uk

# Useful Contacts

Here are details of other organisations that may interest you:

## **BTCV**

Tel: 01233 812033  
Web: [www.btcv.org](http://www.btcv.org)  
E-mail: [kent@btcv.org.uk](mailto:kent@btcv.org.uk)

## **Kent Wildlife Trust**

Tel: 01622 662012  
Web: [www.kentwildlifetrust.org.uk](http://www.kentwildlifetrust.org.uk)  
E-mail: [info@kentwildlife.org.uk](mailto:info@kentwildlife.org.uk)

## **High Weald AONB Unit**

Tel: 01580 879500  
Web: [www.highweald.org](http://www.highweald.org)

## **Natural England**

Tel: 01233 812525  
Web: [www.naturalengland.org.uk](http://www.naturalengland.org.uk)  
E-mail: [enquiries.southeast@naturalengland.org.uk](mailto:enquiries.southeast@naturalengland.org.uk)

## **National Trust**

Tel: 08448 001895  
Web: [www.nationaltrust.org.uk](http://www.nationaltrust.org.uk)  
E-mail: [enquiries@thenationaltrust.org.uk](mailto:enquiries@thenationaltrust.org.uk)

## **English Heritage**

Tel: 08703 331181  
Web: [www.english-heritage.org.uk](http://www.english-heritage.org.uk)  
E-mail: [customers@english-heritage.org.uk](mailto:customers@english-heritage.org.uk)

## **RSPB**

Tel: 01892 667410  
Web: [www.rspb.org.uk](http://www.rspb.org.uk)

## **Kent Reptile and Amphibian Group**

Web: [www.kentarg.org](http://www.kentarg.org)  
E-mail: [info@kentarg.org](mailto:info@kentarg.org)

## **Kent and Medway Biological Records Centre**

Tel: 01622 685646  
Web: [www.kmbrc.org.uk](http://www.kmbrc.org.uk)  
E-mail: [info@kmbrc.org.uk](mailto:info@kmbrc.org.uk)

## **Joint Nature Conservation Committee**

Tel: 01733 562626  
Web: [www.jncc.gov.uk](http://www.jncc.gov.uk)  
E-mail: [comment@jncc.gov.uk](mailto:comment@jncc.gov.uk)

## **British Ecological Society**

Tel: 02088 719797  
Web: [www.britishecologicalsociety.org](http://www.britishecologicalsociety.org)  
E-mail: [info@britishecologicalsociety.org](mailto:info@britishecologicalsociety.org)

## **Farming and Wildlife Advisory Group**

Tel: 01732 463255  
Web: [www.fwag.org.uk](http://www.fwag.org.uk)  
E-mail: [kentandsussex@fwag.org.uk](mailto:kentandsussex@fwag.org.uk)

## **WWF**

Tel: 01483 426444  
Web: [www.wwf.org.uk](http://www.wwf.org.uk)  
E-mail: [supporterrelations@wwf.org.uk](mailto:supporterrelations@wwf.org.uk)

## **RSPCA**

Tel: 0300 1234 999 (cruelty and advice line)  
Web: [www.rspca.org.uk](http://www.rspca.org.uk)

## **Tunbridge Wells Borough Council**

Tel: 01892 526121  
Web: [www.tunbridgewells.gov.uk](http://www.tunbridgewells.gov.uk)  
E-mail: [info@tunbridgewells.gov.uk](mailto:info@tunbridgewells.gov.uk)

## **Kent County Council**

Tel: 08458 247247  
Web: [www.kent.gov.uk](http://www.kent.gov.uk)  
E-mail: [county.hall@kent.gov.uk](mailto:county.hall@kent.gov.uk)

## **Public Rights of Way**

West Kent Area Team Tel: 01732 872892  
Tel: 08453 450210  
E-mail: [westprow@kent.gov.uk](mailto:westprow@kent.gov.uk)

## **Countryside Jobs Service**

Tel: 01947 896007  
Web: [www.countryside-jobs.com](http://www.countryside-jobs.com)  
E-mail: [ranger@countryside-jobs.com](mailto:ranger@countryside-jobs.com)