

PRAKRTIREVA SARANAM FOUNDATION

VOLUNTEER SAFETY GUIDELINES

Policy Version: 1.0

Effective Date: 30 August 2026

Approved By: Board of Directors

Approval Date: 30 August 2026

Policy Owner: Board of Directors / Director

Applies To: All volunteers, directors, coordinators, representatives and persons participating in Foundation activities

1. PURPOSE

Praktireva Saranam Foundation is committed to providing a safe, responsible and supportive environment for everyone participating in its activities.

These Volunteer Safety Guidelines establish practical safety standards for volunteers participating in Foundation activities, including:

- School visits
- Site surveys
- Plantation drives
- Environmental awareness activities
- Community activities
- Events and campaigns
- Travel undertaken for Foundation activities
- Outdoor and field activities
- Any other activity organised, approved or represented by the Foundation

The purpose of these Guidelines is to help prevent avoidable injuries, accidents, unsafe situations and other risks while ensuring that volunteers understand their responsibilities.

2. SCOPE

These Guidelines apply to all individuals acting as volunteers or representatives of Praktireva Saranam Foundation during Foundation-related activities.

They apply whether an activity takes place:

- At a school or educational institution
- At a plantation/project site
- In a public or community location
- At an event or awareness programme
- During an authorised Foundation visit
- While travelling for an approved Foundation activity
- At any other location where a person is representing the Foundation

These Guidelines should be read together with the Foundation's other applicable policies.

3. OUR SAFETY PRINCIPLES

The Foundation follows four basic safety principles:

3.1 Safety First

No activity should be carried out in a manner that unnecessarily puts a volunteer, child, school staff member, community member or any other person at risk.

3.2 Prevention

Volunteers should identify foreseeable risks before starting an activity and take reasonable steps to prevent accidents or harm.

3.3 Responsibility

Every volunteer is responsible for following safety instructions, acting carefully and reporting unsafe situations.

3.4 Speak Up

Volunteers should raise safety concerns promptly rather than ignoring or hiding them.

A volunteer should never feel pressured to continue an activity that presents a serious and immediate safety risk.

4. GENERAL VOLUNTEER SAFETY RESPONSIBILITIES

Every volunteer is expected to:

1. Follow Foundation safety instructions and reasonable directions given by authorised coordinators.
 2. Act responsibly and avoid reckless behaviour.
 3. Follow applicable site, school and event safety rules.
 4. Wear appropriate clothing and footwear for the activity.
 5. Use tools and equipment only when they are authorised and when the volunteer understands how to use them safely.
 6. Avoid undertaking tasks beyond their physical ability, experience or training.
 7. Inform the responsible coordinator about relevant safety concerns before or during an activity.
 8. Immediately report accidents, injuries, dangerous conditions or near-miss incidents.
 9. Take reasonable care of other volunteers, students, school staff and members of the public.
 10. Follow the Foundation's Child Safeguarding & Protection Policy when working around children.
 11. Follow the Foundation's Code of Conduct and other applicable policies.
 12. Avoid participating in Foundation activities while impaired by alcohol, drugs or any substance that may affect safe judgement.
 13. Stop or withdraw from an activity if continuing would create a serious and immediate safety risk.
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5. BEFORE A FOUNDATION ACTIVITY

Where reasonably practical, volunteers and activity coordinators should consider safety before the activity begins.

This may include checking:

- Location and accessibility
- Weather conditions
- Ground conditions
- Available space
- Traffic or vehicle movement
- Presence of construction or other hazards
- Availability of drinking water
- First-aid arrangements
- Communication arrangements
- Emergency contact information
- Required tools or equipment
- Appropriate clothing and footwear
- School or site-specific safety requirements

For plantation drives and other field activities, the responsible volunteers should ensure that foreseeable hazards are identified before work begins.

6. SCHOOL VISIT SAFETY

When visiting schools or educational institutions, volunteers must:

1. Follow the instructions of the school authorities regarding entry, movement and activities.
 2. Remain within areas authorised by the school.
 3. Avoid entering restricted areas without permission.
 4. Maintain appropriate professional boundaries with students.
 5. Never engage in unsafe physical activities with students.
 6. Follow all requirements under the Foundation's Child Safeguarding & Protection Policy.
 7. Avoid blocking corridors, stairways, gates, emergency exits or other access routes.
 8. Be alert to school traffic, vehicles, construction areas and other hazards.
 9. Immediately inform the responsible volunteer/coordinator or school authority about serious safety concerns.
 10. Avoid taking unnecessary risks merely to complete an activity quickly.
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7. PLANTATION DRIVE SAFETY

Plantation activities may involve digging, carrying materials, handling soil and compost, using tools and working outdoors.

Volunteers should therefore:

7.1 Before Digging

- Confirm that the planting location has been approved.
- Check the area for visible hazards.
- Ensure that digging is not taking place near unsafe structures or obvious utility infrastructure.
- Follow instructions provided by the school/site authority.
- Keep students and unauthorised persons away from active digging areas.

7.2 During Digging

- Use appropriate tools carefully.
- Maintain adequate distance from other people using tools.

- Do not swing tools near other volunteers.
- Do not leave sharp or dangerous tools unattended.
- Place removed soil where it will not create a tripping hazard.
- Stop work if an unexpected hazard is discovered.

7.3 Planting

- Handle saplings carefully.
 - Use safe lifting techniques when moving soil, compost or other materials.
 - Avoid carrying loads that are too heavy for you.
 - Keep pathways and access areas clear.
 - Clean up spilled materials that could cause slipping or falling.
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8. TOOL AND EQUIPMENT SAFETY

Foundation volunteers may occasionally use basic gardening or plantation tools.

Volunteers must:

1. Use only tools appropriate for the assigned task.
2. Inspect tools for visible damage before use.
3. Avoid using damaged or unsafe tools.
4. Use tools according to instructions.
5. Keep tools pointed away from people.
6. Never throw tools.
7. Never use a tool carelessly or for a purpose for which it was not intended.
8. Store tools safely after use.
9. Keep children away from tools and active work areas.
10. Report damaged or unsafe equipment to the responsible person.

A volunteer should not use specialised equipment unless properly authorised and capable of using it safely.

9. PERSONAL PROTECTIVE MEASURES

Depending on the activity and location, volunteers may need appropriate protective measures such as:

- Closed and suitable footwear
- Gloves
- Appropriate clothing
- Sun protection

- Drinking water
- Rain protection where necessary
- Other reasonable protective equipment appropriate to the task

The level of protection should be appropriate to the actual risks involved.

Volunteers should not assume that protective equipment makes an unsafe activity safe.

10. WEATHER AND OUTDOOR SAFETY

Foundation activities may take place outdoors.

Volunteers should take reasonable precautions during:

- Extreme heat
- Heavy rain
- Thunderstorms
- Strong winds
- Poor visibility
- Excessively slippery conditions
- Other severe or unsafe weather conditions

Where weather conditions create a significant safety risk, the responsible coordinator or Foundation representative may postpone, modify or stop the activity.

Volunteers should stay hydrated and take appropriate breaks during outdoor activities, particularly during hot weather.

11. TRAVEL SAFETY

When travelling for a Foundation activity, volunteers are expected to follow applicable traffic and transportation safety requirements.

Volunteers should:

1. Use safe and lawful transportation.
2. Follow traffic rules.
3. Wear seat belts where provided.
4. Wear helmets when required for two-wheeler travel.
5. Avoid distracted driving.
6. Never drive while impaired.
7. Avoid unsafe or reckless driving.

8. Avoid carrying unsafe or excessive loads.
9. Inform the responsible coordinator if a planned journey presents a significant safety concern.

Where a volunteer uses their own vehicle for an authorised Foundation activity, they remain responsible for complying with applicable vehicle and traffic requirements.

12. WORKING AROUND VEHICLES

At schools, plantation sites, roadsides or public locations, volunteers may encounter moving vehicles.

Volunteers should:

- Stay alert around vehicles.
- Use designated pedestrian areas where available.
- Avoid standing behind reversing vehicles.
- Avoid working in vehicle paths.
- Keep children away from vehicle movement areas.
- Follow instructions from site/school authorities.
- Wear visible clothing where reasonably appropriate for roadside activities.
- Never assume a driver has seen you.

Where a plantation site is close to a road, additional precautions should be taken to keep volunteers and students away from moving traffic.

13. MANUAL HANDLING AND LIFTING

Volunteers may sometimes need to move saplings, soil, compost, water or other materials.

Volunteers should:

1. Assess the weight before lifting.
2. Ask for assistance with heavy or awkward objects.
3. Avoid lifting beyond their physical capacity.
4. Keep a stable posture while lifting.
5. Avoid twisting suddenly while carrying heavy materials.
6. Use appropriate equipment where available.
7. Stop if they experience pain or difficulty.

There is no expectation that a volunteer must lift or carry a particular load simply to complete an activity.

14. HYGIENE AND ENVIRONMENTAL CONDITIONS

Volunteers should maintain reasonable hygiene during field activities.

This includes:

- Washing or cleaning hands after handling soil, compost or waste.
- Avoiding touching the face unnecessarily while handling materials.
- Using drinking water safely.
- Disposing of waste responsibly.
- Avoiding contact with unknown or potentially hazardous substances.
- Reporting unusual environmental hazards.

Volunteers should not handle unknown chemicals, pesticides or hazardous substances as part of a Foundation activity unless specifically authorised and appropriate safety measures are in place.

15. ANIMALS, INSECTS AND NATURAL HAZARDS

Outdoor activities may involve exposure to insects, animals, plants or other natural hazards.

Volunteers should:

- Avoid disturbing animals or nests.
- Avoid touching unfamiliar animals or insects.
- Be cautious when moving through vegetation.
- Report dangerous animals, nests or other hazards to the responsible person.
- Avoid handling potentially hazardous plants or substances unnecessarily.
- Follow reasonable site-specific precautions.

If a serious natural hazard is identified, volunteers should move away from the area and inform the responsible coordinator.

16. FIRST AID AND MEDICAL ASSISTANCE

The Foundation should take reasonable steps to ensure that appropriate first-aid arrangements are considered for activities where they may be required.

Volunteers should:

1. Inform the responsible coordinator immediately if someone is injured or becomes unwell.
2. Seek appropriate medical assistance when necessary.
3. Call emergency services where the situation requires immediate professional assistance.
4. Avoid providing medical treatment beyond their training or competence.
5. Cooperate with the responsible person in managing an emergency.

For significant activities, the responsible coordinator should consider the location of the nearest appropriate medical facility and available emergency contacts.

17. ACCIDENTS, INJURIES AND NEAR MISSES

All accidents, injuries and significant near-miss incidents connected with Foundation activities should be reported promptly.

A report should be made even where an injury initially appears minor if:

- Medical attention was required;
- A person was seriously at risk;
- Property or equipment was significantly damaged;
- The incident could reasonably have caused serious harm; or
- The incident indicates a recurring safety problem.

The purpose of reporting is to enable the Foundation to respond appropriately and prevent similar incidents in the future.

18. EMERGENCY RESPONSE

In an emergency, volunteers should:

1. Remain as calm as possible.
2. Protect themselves from immediate danger first.
3. Move away from the hazard where necessary.
4. Alert the responsible coordinator or site authority.
5. Contact appropriate emergency services where required.
6. Assist others only where it is safe to do so.
7. Follow instructions from emergency personnel and site authorities.
8. Avoid spreading unverified information.
9. Cooperate with any subsequent incident review.

Volunteers should never place themselves in serious danger while attempting to help another person.

19. SAFETY AROUND CHILDREN

Because Foundation activities may take place in schools, additional safeguards apply when volunteers are around children.

All volunteers must follow the **Child Safeguarding & Protection Policy**.

In particular, volunteers must:

- Maintain appropriate professional boundaries.
- Never engage in inappropriate conduct with children.
- Follow school rules and Foundation safeguarding requirements.
- Report safeguarding concerns promptly.
- Avoid taking unnecessary risks involving children.
- Never knowingly place a child in an unsafe situation.

Where there is any conflict between convenience and child safety, **child safety must take priority**.

20. PHOTOGRAPHY AND RECORDING DURING ACTIVITIES

Photography and recording must be carried out responsibly and in accordance with the Foundation's applicable policies.

Volunteers must follow:

- Child Safeguarding & Protection Policy

- Data Protection & Privacy Policy
- Volunteer Code of Conduct
- Any applicable school/site requirements

Volunteers should not photograph, record or publish sensitive information or images in a manner that may compromise someone's privacy, dignity or safety.

21. COMMUNICATION DURING ACTIVITIES

For activities involving multiple volunteers, the responsible coordinator should establish reasonable communication arrangements.

Depending on the activity, this may include:

- Sharing the meeting location
- Identifying the responsible coordinator
- Sharing relevant emergency contact information
- Confirming arrival/departure arrangements
- Informing the team about significant changes to the activity
- Maintaining communication when volunteers separate from the main group

Volunteers should inform the responsible person if they leave an activity early or substantially change their planned participation.

22. VOLUNTEER HEALTH AND PERSONAL LIMITATIONS

Volunteers are responsible for considering whether they are able to safely participate in a particular activity.

A volunteer should inform the responsible coordinator if they:

- Cannot safely perform an assigned task;
- Need a reasonable adjustment for participation;
- Are uncomfortable with a particular task because of safety concerns; or
- Believe that a task exceeds their physical ability or experience.

Volunteers are not required to disclose private medical information unless it is necessary and appropriate for safety or accommodation purposes.

23. PROHIBITED UNSAFE CONDUCT

The following conduct is not permitted during Foundation activities:

- Reckless or deliberately dangerous behaviour
- Intentionally creating a safety hazard
- Misuse of tools or equipment
- Fighting or threatening behaviour
- Operating vehicles recklessly
- Working while impaired by alcohol or drugs
- Deliberately ignoring serious safety instructions
- Unauthorised use of hazardous equipment or substances
- Encouraging children or other persons to participate in unsafe activities
- Any conduct prohibited under the Foundation's other applicable policies

Serious or repeated safety violations may result in removal from an activity or other appropriate action under Foundation procedures.

24. REPORTING A SAFETY CONCERN

Any volunteer may raise a safety concern.

A concern may be reported to:

Praktireva Saranam Foundation

Primary Safety Reporting Email: volunteers@praktirevasaranam.org

Official Contact: +91 6262882828

Escalation: For matters requiring direct escalation to the Foundation's leadership, volunteers may contact the Director at **director@praktirevasaranam.org**.

Where an immediate danger exists, volunteers should first move to safety and contact the appropriate emergency or site authority before making a Foundation report.

Safety concerns should be raised in good faith. Volunteers should not be penalised for raising a genuine safety concern.

25. RESPONSIBILITIES OF ACTIVITY COORDINATORS

Volunteers coordinating Foundation activities should take reasonable steps to:

1. Consider foreseeable safety risks before an activity.
2. Communicate relevant safety instructions to volunteers.
3. Ensure that volunteers understand the nature of assigned tasks.
4. Stop or modify activities where serious safety risks arise.
5. Ensure that accidents and significant incidents are reported appropriately.
6. Coordinate with school/site authorities where applicable.
7. Encourage volunteers to speak up about safety concerns.
8. Maintain appropriate emergency communication arrangements.
9. Ensure that children are protected in accordance with the Child Safeguarding & Protection Policy.

Coordinators are not expected to eliminate every possible risk, but they should take reasonable and proportionate precautions.

26. SCHOOL AND SITE AUTHORITY COORDINATION

When activities take place at a school, community location or other third-party site, volunteers should respect the safety requirements communicated by the relevant authority.

Where appropriate, the Foundation may coordinate with:

- School authorities
- Site representatives
- Event organisers
- Local authorities
- Other responsible persons

If a site authority identifies a legitimate safety concern, volunteers should cooperate with reasonable safety instructions.

27. INCIDENT REVIEW AND IMPROVEMENT

The Foundation may review significant safety incidents, accidents and near misses to identify lessons and improve future activities.

Such reviews may consider:

- What happened
- Immediate causes
- Contributing factors
- Whether existing safety measures were followed
- Whether additional precautions are necessary
- Whether volunteers require additional guidance or training

The purpose of an incident review is primarily prevention and improvement.

28. TRAINING AND SAFETY AWARENESS

The Foundation may provide or arrange safety guidance appropriate to the nature of its activities.

Depending on the activity, volunteers may receive guidance relating to:

- Basic field safety
- Tool handling
- Plantation activity safety
- School visit safety
- Child safeguarding
- Emergency procedures
- Travel safety
- Reporting procedures

Volunteers should participate in required safety briefings before undertaking activities for which such guidance is provided.

29. RELATIONSHIP WITH OTHER FOUNDATION POLICIES

These Guidelines should be read together with the Foundation's other applicable policies, including:

- Volunteer Code of Conduct
- Child Safeguarding & Protection Policy
- ICC / POSH Policy
- Data Protection & Privacy Policy
- Volunteer Reimbursement Policy
- Anti-Fraud & Anti-Corruption Policy
- Grievance Redressal Policy
- Donation Policy, where applicable

Where another Foundation policy contains more specific requirements for a particular situation, volunteers should follow the applicable specific policy as well.

30. CONFIDENTIALITY AND RESPONSIBLE REPORTING

Information concerning accidents, injuries, safeguarding concerns or other sensitive incidents should be handled responsibly.

Volunteers must not:

- Spread confidential incident information unnecessarily;
- Share personal information of individuals involved without appropriate reason;
- Post sensitive incident details on social media;
- Make public accusations before appropriate processes have been followed.

Information should be shared with the appropriate Foundation representative or authority on a need-to-know basis.

31. NON-COMPLIANCE

Failure to follow these Guidelines may result in appropriate action depending on the seriousness and circumstances of the matter.

Possible actions may include:

- Verbal guidance
- Additional safety instruction
- Removal from a particular activity
- Suspension of volunteer participation
- Termination of volunteer association
- Referral under another applicable Foundation policy

Serious misconduct may be addressed under the Foundation's Code of Conduct or other applicable policies.

32. POLICY REVIEW

The Foundation will review these Guidelines periodically and may update them when necessary.

A review may be undertaken following:

- A significant incident
- Changes in Foundation activities
- Changes in applicable requirements
- Identification of new safety risks
- Operational experience or feedback

Any revised version should be appropriately approved and recorded by the Foundation.

33. APPROVAL AND AUTHORISATION

This Volunteer Safety Guidelines document has been reviewed and approved by the Board of Directors of Praktireva Saranam Foundation.

Policy Version: 1.0

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Approval Date: 30 August 2026

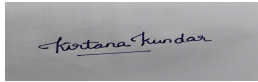
Approved By: Board of Directors

Authorised Signatory

Name: Kirtana Kunder

Designation: Director

Signature:



Date: 30 August 2026

34. VOLUNTEER ACKNOWLEDGEMENT

All volunteers are expected to familiarise themselves with these Volunteer Safety Guidelines and follow the safety requirements applicable to their activities.

By participating in Foundation activities, volunteers are expected to act responsibly, follow reasonable safety instructions and promptly report safety concerns, accidents or incidents.

DOCUMENT CONTROL

Document Name: Volunteer Safety Guidelines

Version: 1.0

Policy Owner: Board of Directors / Director

Approved By: Board of Directors

Effective Date: 30 August 2026

Approval Date: 30 August 2026

Next Review Date: 30 August 2027

Status: Approved