

Longchen Foundation Trust Volunteer Policy

The generous work of volunteers is very much valued and appreciated within the Trust, as the vast majority of its activities are carried out by volunteers who are willing to take on the different roles needed.

These roles cover a range of different activities and can vary according to the needs and the context at the time.

These are examples of the roles which are commonly taken on by volunteers:

- 1) Helping to organise teaching events and retreats, both in person at a venue and online. There are detailed guidelines available for the different roles needed.
- 2) Helping at the administrative headquarters of the Longchen Foundation in Oxford. This includes administrative and practical support for the Dharma director, as well as practical household tasks needed for the maintenance of the centre.
- 3) Contributing to the long term care of past teachings, such as transcribing from recordings.

As a volunteer for the Longchen Foundation Trust, you should be given clear guidelines about what your role involves and training, if needed. If your role is not clear to you, please ask someone more senior for information. For many of the roles there are detailed written guidelines available

It is important that volunteers feel happy in their roles. If you are asked to take on a task which makes you uncomfortable, you can refuse it.

Longchen Foundation has a safeguarding policy and a Listening Post. Details are available on the website.

<https://www.longchenfoundation.org/adult-safeguarding/>

<https://www.longchenfoundation.org/listening-post/>

There is also a Health and Safety Policy.

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