

## **VOLUNTEER CONDITION MONITORING IN THETFORD FOREST**

### **CONTACT PROCEDURE**

#### **Before undertaking a monitoring visit**

- Tell a friend or relative where you are going, the time you intend to leave home and when you expect to arrive back home.
- Email the Norfolk Monuments Management to inform them where you are going, the time you intend to leave home and when you expect to arrive back home. Emails should be sent to both [david.robertson@norfolk.gov.uk](mailto:david.robertson@norfolk.gov.uk) and [kelly.powell@norfolk.gov.uk](mailto:kelly.powell@norfolk.gov.uk).
- Take a mobile phone with you, in case of emergency.

#### **After undertaking a monitoring visit**

- Inform the nominated friend or relative that you have returned home safely.
- Email the Norfolk Monuments Management to inform that you have returned home safely. Emails should be sent to both [david.robertson@norfolk.gov.uk](mailto:david.robertson@norfolk.gov.uk) and [kelly.powell@norfolk.gov.uk](mailto:kelly.powell@norfolk.gov.uk).

If the friend or relative does not hear from the volunteer by the expected return time, they should telephone them straight away.

If the Norfolk Monuments Management Project does not receive an email after a monitoring visit, it will telephone the volunteer as soon as possible afterwards.

#### **Injury or accident reporting**

If a volunteer has an accident or suffers injury during a monitoring visit they should inform the Norfolk Monuments Management Project as soon as possible afterwards. The project will then compile a Norfolk County Council Incident Report Form.

David Robertson  
11 September 2012