

Appendices

**Doing a Local Community
Biodiversity Audit:**
a Handbook for Community Groups in Wales

By

SCIENCE SHOPS WALES
SIOPAU • GWYDDONIAETH • CYMRU

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Appendix 1

Welsh Local Authorities - Biodiversity Action Plans

Anglesey - David Cowley, Biodiversity Officer
Phone: 01248 752 470
Email: DavidCowley@anglesey.gov.uk
Planning & Economic Development Department
Isle of Anglesey County Council
Council Offices
Llangefni
Ynys Môn
LL77 7TW
Local Biodiversity Action Plan available online at:
<http://www.ukbap.org.uk/lbap.aspx?ID=357>

Gwynedd – Bryn Griffiths, Biodiversity Officer
Phone: 01268 679 381
Email: bryngriffiths@gwynedd.gov.uk
Environment Directorate
Gwynedd Council
County Offices
Caernarfon
Gwynedd, LL55 1SH
Local BD action plan available online at:
<http://www.ukbap.org.uk/lbap.aspx?ID=420>

Snowdonia National Park - Kate Williamson, Biodiversity Co-ordinator
Phone: 01766 772 255
Email: kate.williamson@eryri-npa.gov.uk
Snowdonia National Park Authority
Swyddfa'r Parc
Penrhyndeudraeth
Gwynedd, LL48 6LF
Local BD action plan available online at:
<http://www.ukbap.org.uk/lbap.aspx?ID=461>

Conwy - Becky Groves, Biodiversity Project Officer
Phone: 01492 575 200
Email: becky.groves@conwy.gov.uk
Conwy County Borough Council
Council Offices
Colwyn Bay
Conwy
LL29 8AB
Local BD action plan available at:
<http://www.ukbap.org.uk/lbap.aspx?ID=366>

Denbighshire - Kate Burgess, Biodiversity Assistant

Phone: 01824 708 234

Email: kate.burgess@denbighshire.gov.uk

Countryside Section

Planning and Economic Development Department

Denbighshire County Council

Trem Clwyd

Canol y Dre

Ruthin

LL15 1QA

Local BD action plan available at: <http://www.ukbap.org.uk/lbap.aspx?ID=367>**Flintshire** - Sarah Brown, Biodiversity Officer

Phone: 01352 703 263

Email: sarah.brown@flintshire.gov.uk

Department of Transportation and Planning

Flintshire County Council

County Hall

Mold

CH7 6NF

Local BD action plan available at: <http://www.ukbap.org.uk/lbap.aspx?ID=392>**Wrexham** - Emma Broad, Biodiversity Officer

Phone: 01978 292 514

Email: Emma.Broad@wrexham.gov.uk

Wrexham County Borough Council

Lambpit Street

Wrexham

LL11 1WL

Local BD action plan available at: <http://www.ukbap.org.uk/lbap.aspx?ID=499>**Ceredigion** - David Anning, Biodiversity Officer

Neuadd Cyngor Ceredigion Penmorfa, SA46 0PA

Phone: 01545 572547

Email: davida@Ceredigion.gov.uk

Ceredigion County Council, Aberaeron, SA46 0PA

Local BD action plan available at: <http://www.ukbap.org.uk/lbap.aspx?ID=363>**Powys** - Biodiversity Team, Biodiversity Officer

Phone: 01597 827599

Email:

Saint John's Offices

Fiveways

Llandrindod Wells

Powys LD1 5ES

Local BD action plan available online at: <http://www.ukbap.org.uk/lbap.aspx?ID=443>

Pembrokeshire - Bethan Cox, Biodiversity Implementation Officer

Phone: 07901 541 728

Email: bethan.cox@pembrokeshire.gov.uk

C/o Environment Agency Wales,

Llys Afon,

Hawthorn Rise,

Haverfordwest,

SA61 2BQ

Local BD action plan available at: <http://www.ukbap.org.uk/lbap.aspx?ID=442>**Carmarthenshire** - Isabel Macho, Biodiversity Officer

Phone: 01267 224 653

Email: imacho@carmarthenshire.gov.uk

Conservation and Countryside Section

Carmarthenshire County Council

County Hall

40 Spilman St

Carmarthen, SA31 1LQ

Local BD action plan available at: <http://www.ukbap.org.uk/lbap.aspx?ID=361>**Brecon Beacons National Park** - Gareth Ellis, Biodiversity Project Officer

Phone: 01874 620470

Email: Gareth.Ellis@breconbeacons.org

BBNPA

Plas y Ffynnon

Cambrian Way

Brecon

Powys

LD3 7HP

Local BD action plan available at: <http://www.ukbap.org.uk/lbap.aspx?ID=359>**Swansea** - Jo Mullett, Biodiversity Officer

Phone: 01792 635 763

Email: jo.Mullett@swansea.gov.uk

City and County of Swansea

The Guildhall,

Swansea,

SA1 4PH

Local BD action plan available online at: <http://www.ukbap.org.uk/lbap.aspx?ID=411>**Neath Port Talbot** - Rebecca Sharp, Environmental Planning Assistant

Phone: 01639 764 271

Email: r.sharp@npt.gov.uk

Neath Port Talbot County Borough Council

The Civic Centre

Neath, SA11 3QZ

Local BD action plan available online at: <http://www.ukbap.org.uk/lbap.aspx?ID=409>

RCT – Richard Wistow, County Ecologist

Phone: 01443 490223

Email: richard.j.wistow@rhondda-cynon-taff.gov.uk

Rhondda, Cynon, Taff County Borough Council

58 Tyfia Road

Pontypridd

CF37 2DD

Local BD action plan available online at: <http://www.ukbap.org.uk/lbap.aspx?ID=410>

Merthyr Tydfil - Sinead Lynch, Biodiversity Officer

Phone: 01685 726251

Email: sinead.lynch@merthyr.gov.uk

Merthyr Tydfil County Borough Council

Ty Kier Hardie

Riverside Court

Avenue de Clichy

Merthyr Tydfil, CF47 8XF

Local BD action plan available online at: <http://www.ukbap.org.uk/lbap.aspx?ID=408>

Caerphilly - Melanie Sutherland, Biodiversity Assistant

Phone: 01495 235 253

Email: sutherm@caerphilly.gov.uk

Council Offices

Pontllanfraith

Blackwood

NP2 2YW

Local BD action plan available at: <http://www.ukbap.org.uk/lbap.aspx?ID=412>

Blaenau Gwent - Deborah Beeson, Biodiversity Project Officer

Phone: 01495 355 702

Email: deborah.beeson@blaenau-gwent.gov.uk

Blaenau Gwent County Council

Environment and Development Department

Business Resource Centre

Tafarnau Bach Industrial Estate

Tredegar, NP22 3AA

Local BD Action Plan Available online at:

Blaenau Gwent: <http://www.ukbap.org.uk/lbap.aspx?ID=415>

Greater Gwent: <http://www.ukbap.org.uk/lbap.aspx?ID=419>

Torfaen - Kris Roberts, Ecologist

Phone: 01633 648015

Email: Kris.roberts@torfaen.gov.uk

Torfaen County Borough Council

Countryside Section

County Hall

Cwmbran, NP44 2WN

Local BD action plan available online at: <http://www.ukbap.org.uk/lbap.aspx?ID=418>

Monmouthshire - Kate Stinchcombe, Biodiversity Assistant

Phone: 01633 644 684

Email: KateStinchcombe@monmouthshire.gov.uk

Planning Department

Monmouthshire County Council

County Hall

Cwmbran, NP44 2XH

Local BD action plan available online at: <http://www.ukbap.org.uk/lbap.aspx?ID=416>**Bridgend** - Sarah Jane Mellor, Biodiversity Officer

Phone: 01656 643 667

Email: mellos@bridgend.gov.uk

Bridgend County Borough Council

Civic Offices

Angel Street

Bridgend, CF31 1LX

Local BD action plan available at: <http://www.ukbap.org.uk/lbap.aspx?ID=407>**Vale of Glamorgan** - Richard May, Biodiversity Officer

Phone: 01446 704855

Email: RIMay@valeofglamorgan.gov.uk

The Vale of Glamorgan Council

Dock Office

Barry Docks

Barry

CF63 4RT

Local BD action plan available at: <http://www.ukbap.org.uk/lbap.aspx?ID=406>**Cardiff** - Laura Palmer, Biodiversity Officer

Phone: 02920 873 268

Email: Lpalmer@cardiff.gov.uk

Strategic Planning

Cardiff County Council

County Hall

Atlantic Wharf

Cardiff

CF1 5UW

Local BD action plan available at: <http://www.ukbap.org.uk/lbap.aspx?ID=362>**Newport** - Dolores Byrne, Biodiversity Officer

Phone: 01633 232 880

Email: Dolores.Byrne@newport.gov.uk

Newport County Borough Council

Civic Centre

Newport

NP9 4UR

Local BD action plan available online at: <http://www.ukbap.org.uk/lbap.aspx?ID=417>Taken from www.biodiversitywales.org.uk<http://www.ukbap.org.uk/GenPageText.aspx?id=30>

Appendix 2

Wildlife Organisations and Local Biodiversity Recording Centres in Wales

ALGE (The Association of Local Government Ecologists)
www.alge.org.uk

The Amateur Entomologists' Society

PO Box 8774
London
SW7 5ZG
<http://www.amentsoc.org/conserve.htm>

Arena Network (Practical help on environmental matters)

South Wales: Pencoed Technology Park
Pencoed
Bridgend
CF35 5HZ
Tel: 01656 868886
Mid Wales:
Ladywell House
Newtown
Powys
SY16 1JB
Tel: 01686 610930
North Wales:
Redwither Business Park
Second Avenue
Wrexham Estate
Wrexham
LL13 9XQ
Tel: 01978 664169

The Association of British Fungus Groups

Harveys
Alston
Axminster
Devon
EX 14 7LG
01460221788
07768958350
<http://www.abfg.org/>

Bees, Wasps & Ants Recording Society

http://www.bwars.com/about_BWARS.htm

The Badger Trust

2b Inworth Street
London
SW11 3EP
020 7228 6444
<http://www.badger.org.uk>

The Barn Owl Trust

Waterleaf
Ashburton
Devon
TQ13 7HU
Tel: 01364 653026
Email: info@barnowltrust.org.uk
www.barnowltrust.org.uk

The Bat Conservation Trust

Unit 2, 15 Cloisters House
8 Battersea Park Road
London SW8 4BG
Tel: 020 7627 2629
Fax: 020 7627 2628

BBC: <http://www.bbc.co.uk/nature/animals/wildbritain/habitats/>

Biodiversity Information Service for Powys and Brecon Beacons National Park

First Floor Offices
Coliseum House
7 Wheat Street
Brecon
Powys
LD3 7DG
Tel: 01874 610881
Web: www.b-i-s.org

Botanical Society of the British Isles, Wales

Department of Biodiversity & Systematic Biology
National Museum
Cathays Park
Cardiff
CF10 3NP

Brecknock Wildlife Trust

Lion House,
Bethel Square,
Brecon,
Powys LD3 7AY

The British Arachnological Society

100 Hayling Avenue
Little Paxton, ST. NEOTS
Cambs
PE19 6HQ
Tel: 01480 471064
E-mail secretaryATbritishspidersDOTorgDOTuk

The British Bryological Society

<http://rbg-web2.rbge.org.uk/bbs/bbs.htm>

The British Deer Society

The Walled Garden
Burgate Manor
Fordingbridge
Hampshire SP6 1EF
Company No. 03485785
Telephone : 01425 655434
Email : h.q@bds.org.uk

British Dragonfly Society

23, Bowker Way
Whittlesey
Peterborough
PE7 1PY
Email: bdssecretary@dragonflysoc.org.uk

The British Ecological Society

26 Blades Court, Putney
London SW15 2NU
Tel: +44 (0)20 8871 9797
Fax: +44 (0)20 8871 9779
Email: info@BritishEcologicalSociety.org

The British Trust for Ornithology

The Wildfowl & Wetlands Trust
Slimbridge, Gloucestershire GL2 7BT
Tel: 01453 891900 or 01453 890827
enquiries@wwt.org.uk

The British Entomological and Natural History Society

The Secretary,
c/o The Pelham-Clinton Building,
Dinton Pastures Country Park,
Davis Street,
Hurst,
Reading,
Berkshire
RG10 0TH
secretary@benhs.org.uk for entomological queries:
enquiries@benhs.org.uk for general Society queries

The British Herpetological Society (reptiles and amphibian)

11 Strathmore Place
Montrose
Angus
DD10 8LQ
<http://www.thebhs.org/contact.htm>
president@thebhs.org

British Trust for Conservation Volunteers Cymru (BTCV)

The Conservation Centre
Forest Farm Road
Whitchurch
Cardiff
CF14 7JJ Tel: 029 2052 0990
Fax: 029 2052 2181
wales@btcv.org.uk

Butterfly Conservation

10 Calvert Terrace,
Swansea,
SA1 6AR
Tel: 01792 642972
Fax: 01792 642985
Email: wales@butterfly-conservation.org
www.butterfly-conservation.org

Cadw

Welsh Assembly Government
Plas Carew
Unit 5/7 Cefn Coed
Parc Nantgarw
Cardiff
CF15 7QQ
Tel: 01443 33 6000

Campaign for the Protection of Rural Wales

Ty Gwyn,
31 High Street,
Welshpool,
Powys
SY21 7YD
Tel: 01938 552525 or 01938 556212
Fax: 01938 552741

Carmarthen Bay and Estuaries CSAC Support Officer

Planning Services
Development Department
City and County of Swansea
The Guildhall
Swansea
SA1 4PH
Tel: 01792 635077
Fax: 01792 635769
Email: adam.cooper@swansea.gov.uk

The Civic Trust

Essex Hall
1-6 Essex Street
London WC2R 3HU
Tel 020 7539 7900
Fax 020 7539 7901
info@civictrust.org.uk

Cofnod

Intec
Ffordd y Parc
Parc Menai
Bangor
Gwynedd
LL57 4FG
Tel: 01248 672603
Email: info@cofnod.org.uk

Countryside Council for Wales

Maes-y-Ffynnon
Penrhosgarnedd
Bangor
Gwynedd
LL57 2DW
Enquiry number: 08451 306 229
enquiries@ccw.gov.uk
Fax: 01443 33 6001
E-mail: Cadw@Wales.gsi.gov.uk

Environment Agency Wales

Head Office
Cambria House
29 Newport Road
Cardiff
CF24 0TP
08708 506506
info@environment-wales.org

The Environment Centre

The Old Telephone Exchange
Pier Street
Swansea
SA1 1RY
Telephone (01792) 480200
Fax (01792) 480400
office@environmentcentre.org.uk

The Farming and Wildlife Group Wales (FWAG Cymru)

Farming And Wildlife Advisory Group,
Stoneleigh Park,
Kenilworth,
Warwickshire,
CV8 2RX
Email: info@fwag.org.uk
Website: www.fwag.org.uk
Tel: 02476 696699

Flora locale

Denford Manor
Hungerford
Berkshire
RG17 0UN
Tel: 01488 680 457
Fax: 01488 680 453
e-mail: info@floralocale.org

Forestry Commission Wales

Victoria House
Victoria Terrace
Aberystwyth
Ceredigion
SY23 2DQ
0845 604 0845

Friends of the Earth

26-28 Underwood Street
London N1 7JQ
United Kingdom
phone: + 44 207 490 1555
fax: + 44 207 490 0881
e-mail: info@foe.co.uk
web: <http://www.foe.co.uk/>

Froglife (protecting Britain's amphibians and reptiles)

9 Swan Court,
Cygnet Park
Hampton
Peterborough
PE7 8GX
Tel: 01733 558960
Email: info@froglife.org.uk
www.froglife.org.uk

Global Biodiversity Information Facility

<http://data.gbif.org/terms.htm?forwardUrl=http%3A%2F%2Fdata.gbif.org%2Fdatasets%2Fresource%2F952%2F>

Green Lane Cymru

46 Watkin Street
Swansea
S1 6YD
Tel: 0845 458 1695
greenlane.cymru@talk21.com

Greenpeace

Canonbury Villas
London
N1 2PN
Tel: 020 7865 8100
Fax: 020 7865 8200
info@uk.greenpeace.org

Groundwork Bridgend & Neath Port Talbot

The Engine House
Parc Tondu
Maesteg Road
Tondu
Bridgend
CF32 9BT
Tel: 01656 727800
Fax: 01656 727832
Email: info@groundworkbnpt.com

Groundwork Caerphilly

Mynyddislwyn Offices
Bryn Road
Pontllanfraith
Blackwood
NP12 2BH
Tel: 01495 222605
Fax: 01495 221033
Email: tara.jenkins@groundwork.org.uk

Groundwork Merthyr & Rhondda Cynon Taff

Fedw Hir
Llwydcoed
Aberdare
CF44 0DX
Tel: 01685 883880
Fax: 01685 879990
Email: ann.cook@groundwork.org.uk

Groundwork Wrexham & Flintshire

Plas Power
3 & 4 Plas Power Road
Tanyfron
Wrexham
LL11 6PW
Tel: 01978 757524
Fax: 01978 722402
Email: lilian.lloyd@groundwork.org.uk

Gwent Wildlife Trust Offices

Seddon House, Dingestow, Monmouth NP25 4DY
Phone: 01600 740358 Fax: 01600 740299
Email: gwentwildlife@cix.co.uk

IEEM (the Institute for Ecology and Environmental Management)

43 Southgate Street,
Winchester
Hampshire
SO23 9EH
T: 01962 868626
F: 01962 868625
E: enquiries@ieem.net
www.ieem.org.uk

Keep Wales Tidy

33-35 Cathedral Road
Cardiff
CF11 9HB
Tel: 02920 256767
Fax: 02920 256768
E-mail: south@keepwalestidy.org

The Impact Centre

12-18 Hoxton Street,
London N1 6NG
Telephone: 020 7613 0743
Fax: 020 7613 5280
For general enquiries on campaigns or administration contact info@transport2000.org.uk

International Bee Research Association (IBRA)

16 North Road, Cardiff,
CF10 3DY
Phone: 029 20 372409

The Mammal Society

3 The Carronades
New Road
Southampton
SO14 0AA
Tel: 02073502200
Email: enquiries@mammal.org.uk

Marine Awareness North Wales

Ymwybyddiaeth Forol Gogledd Cymru
376 High Street
Bangor
Gwynedd
LL57 1YE
nia@saveourseas.co.uk
Tel: (01248) 355030

Marine Conservation Society

Unit 3
Wolf Business Park
Alton Road
Ross-on-Wye
Herefordshire
HR9 5NB
Tel: 01989 566017
www.mcsuk.org

Montgomeryshire Wildlife Trust

Collot House
20 Severn Street
Welshpool
SY21 7AD
Tel 01938 555654
Fax: 01938 556161
Email: info@montwt.co.uk

National Biodiversity Network (NBN)

The Kiln
Mather Road
Newark
Nottingham
Tel: 01636 670090
Email: support@nbn.org.uk
www.nbn.org.uk

Natural History Museum

Cromwell Road
London
SW7 5BD
020 7942 5000
Identification and general science enquiries
<http://www.nhm.ac.uk/about-us/contact-enquiries/identification-science-enquiries/index.html>

The National Trust

PO Box 39
Warrington
WA5 7WD
Tel: 0879 458 4000
Email: enquiries@thenationaltrust.org.uk

Naturenet

2 Somerville
East Hill Road
RYDE
Isle of Wight
PO33 1LU
<http://www.naturenet.net/feedback.html>

Natur Gwynedd Partnership

http://www.gwynedd.gov.uk/gwy_doc.asp?cat=5023&doc=9563&Language=1

North Wales Wildlife Trust

Head Office,
376 High St
Bangor
Gwynedd
LL57 1YE
01248 351541
nwwt@cix.co.uk

Organic Centre Wales

Institute of Rural Sciences,
University of Wales Aberystwyth,
Ceredigion,
SY23 3AL
Tel: 01970 622248
Fax: 01970 622238
organic@aber.ac.uk

Phenology Network

Website where you can enter wildlife information for your local area, creating a country wide database of info
<http://www.naturescalendar.org.uk/>

The Prince's Trust - Cymru

Head Office
Baltic House
Mount Stuart Square
Cardiff CF10 5FH
phone: 029 2043 7000
fax: 029 2043 7001
email: webinfowa@princes-trust.org.uk

Radnorshire Wildlife Trust

Warwick House
High Street
Llandrindod Wells LD1 6AG
Tel: 01597 823298 Fax: 01597 823274
Email: info@radnorshirewildlifetrust.org.uk

The RSPB, Wales Headquarters

Sutherland House, Castlebridge
Cowbridge Road East
Cardiff
CF11 9AB
United Kingdom
Tel: 02920 353000

Seatrust

Tynwydd,
Goodwick,
Pembrokeshire,
Wales
SA64 0JY
info@seatrust.org.uk
Tel: 01348 875639
<http://www.seatrust.org.uk/>

Southeast Wales Biodiversity Records Centre (SEWBRc)

13 St Andrews Crescent
Cardiff
CF10 3DB
Tel: 029 2064 1110
E-mail: info@sewbrec.org.uk

Wales Coastal & Maritime Partnership

Cathays Park
Cardiff
CF10 3NQ
Tel: 029 2082 5579
Fax: 029 2082 3327
E-mail: wcmp@wales.gsi.gov.uk

Wales Environment Link

27 Pier Street
Aberystwyth
Ceredigion
SY23 2LN
01970 611621

West Wales Biodiversity Information Centre

Landsker Business Centre
Llwynybrain
Whitland
Carmarthenshire
SA34 0NG
Telephone: 01994 241468
Fax: 01994 240668
www.wwbic.org.uk

The Wildlife Trust of South and West Wales

info@welshwildlife.org
01656 724 100
Fax 01656 726980
Nature Centre,
Parc Slip,
Fountain Road,
Tondu,
Bridgend,
Mid Glamorgan
CF32 0EH

The Wild Plant Conservation Charity

14 Rollestone Street
Salisbury
Wiltshire
SP1 1DX
Tel: +44 (0)1722 342730
Fax: +44 (0)1722 329035
e-mail: enquiries@plantlife.org.uk

World Wildlife Fund (WWF) Cymru

Panda House
Weyside Park
Godalming
Surrey GU7 1XR
t: 01483 426444 (main switchboard)
t: 01483 426333 (supporter and information enquiries)
f: 01483 426409
e: supporterrelations@wwf.org.uk
<http://www.wwf.org.uk/core/about/cymru.asp>

Woodlands. co.uk

<http://woodlands.co.uk/owning-a-wood/tree-identification/>

The Woodland Trust Wales (Coed Cadw)

Yr Hen Orsaf
Llanidloes
Powys, SY18 6EB
Tel: 01686 412508
Fax: 01686 413284

Appendix 3

Wildlife designated areas

Areas of outstanding natural beauty (AONBs)

Their main purpose is to conserve natural beauty – which includes wildlife, landscape features and cultural heritage. Account is taken of the need to safeguard agriculture, forestry and other rural industries and the economic and social needs of local communities. AONBs have equivalent status to National Parks as far as conservation is concerned.

Ancient and Semi Natural Woodland (ASNW)

Ancient woodland is land that has had a continuous woodland cover since at least 1600 AD, and may be ancient semi-natural woodland (ASNW), which has a native tree and shrub cover that has not been planted, although it may have been managed by coppicing or felling and allowed to regenerate naturally; or plantation on ancient woodland sites (PAWS), where the original tree cover has been felled and replaced by planting, often with conifers, and usually over the last century.

Ancient woodlands are particularly important because they are exceptionally rich in wildlife, including many rare species and habitats; are an integral part of England's historic landscapes; and act as reservoirs from which wildlife can spread into new woodlands.

Areas of Special Protection (AoSP)

This designation aims to prevent the disturbance and destruction of the birds for which the area was identified, by making it **unlawful to damage or destroy either the birds or their nests** and, in some cases, by prohibiting or restricting access to the site.

Country Parks

Country Parks are primarily intended for recreation and leisure close to population centres and do not necessarily have any nature conservation importance. Nevertheless, many are in areas of semi-natural habitat and so form a valuable network of locations at which informal recreation and the natural environment exist together.

Limestone Pavement Orders (LPO)

Limestone Pavement Orders are created by local government authorities. The order prohibits the removal or damage of limestone within the designated area, after notification of its importance by the Countryside Council for Wales.

Local Nature Reserves (LNR)

LNRs may be declared by local authorities after consultation with the relevant statutory nature conservation agency. LNRs are declared and managed for nature conservation, and provide opportunities for research and education, or simply enjoying and having contact with nature.

Marine Nature Reserves (MNRs)

The purpose of MNRs is to conserve marine flora and fauna and geological features of special interest, while providing opportunities for study of marine systems. They exist to protect nationally important marine (including subtidal) areas. Their designation requires the agreement of statutory and voluntary bodies and interest groups. There are three designated MNRs: Lundy Island (in England), Skomer Island (in Wales) and Strangford Lough (in Northern Ireland).

National Nature Reserves (NNRs)

NNRs contain examples of some of the most important natural and semi-natural terrestrial and coastal ecosystems in Great Britain. They are managed to conserve their habitats or to provide special opportunities for scientific study of the habitats communities and species represented within them.

National Parks

In Wales, the purpose of National Parks is to conserve and enhance landscapes within the countryside whilst promoting public enjoyment of them and having regard for the social and economic well being of those living within them.

Natura 2000

Natura 2000 is the name of the European Union-wide network of nature conservation sites established under the EC Habitats and Birds Directives. This network will comprise Special Areas of Conservation (SACs) and Special Protection Areas (SPAs).

Special Areas of Conservation (SAC)

SACs provide increased protection to a variety of wild animals, plants and habitats and are a vital part of global efforts to conserve the world's biodiversity. The SAC designation is recognition that some or all of the wildlife and habitats are particularly valued in a European context.

Special Protection Areas (SPA)

SPAs are areas of the most important habitat for rare and migratory birds within the European Union.

Ramsar sites

Ramsar sites are designated under the Convention on Wetlands of International Importance, agreed in Ramsar, Iran, in 1971. Originally intended to protect sites of importance especially as waterfowl habitat, the Convention has broadened its scope over the years to cover all aspects of wetland conservation and wise use, recognising wetlands as ecosystems that are extremely important for biodiversity conservation in general and for the well-being of human communities.

Sites of Special Scientific Interest (SSSI)

The SSSIs provide statutory protection for the best examples of the UK's flora, fauna, or geological or physiographical features. These sites are also used to underpin other national and international nature conservation designations. Most SSSIs are privately-owned or managed; others are owned or managed by public bodies or non-government organisations.

World Heritage Sites

World Heritage Sites are designated to meet the UK's commitments under the World Heritage Convention. These sites are designated for their globally important cultural or natural interest and require appropriate management and protection measures. Natural properties may be terrestrial or marine areas.

Biosphere Reserves, UNESCO

Biosphere Reserves are areas of terrestrial and coastal ecosystems promoting the conservation of biodiversity with sustainable use. Biosphere reserves serve to demonstrate integrated management of land, water and biodiversity.

Biogenetic Reserves Network

Biogenetic reserves act as 'living laboratories' and are representative examples of various types of natural environment in Europe. They can consist of natural or semi-natural habitats and their selection is based on their value for nature conservation and protected status based on four criteria: 'typical', 'unique', 'rare' and/or 'endangered' which can be applied to habitats or species.

Geological Conservation Review sites

Geological Conservation Review (GCR) and Earth Science Conservation Review (ESCR) sites are non-statutory sites identified by the statutory nature conservation agencies as having national or international importance for earth science conservation on the basis of their geology, palaeontology, mineralogy or geomorphology.

Geoparks, UNESCO

Geoparks are internationally-recognised areas encompassing one or more sites of scientific importance in which the geological heritage is safeguarded and sustainably managed, with strong local involvement.

Heritage Coasts

A Heritage Coast is a section of coast exceeding one mile in length that is of exceptionally fine scenic quality, substantially undeveloped and containing features of special significance and interest. The designation is agreed between local authorities and the Countryside Council for Wales, as an aid to local authorities in planning and managing their coastlines.

National Trust

The National Trust is an independent charity which conserves the cultural, built and natural heritage of the UK. It owns or has protective covenants over land of historic interest or natural beauty. The Trust has powers to create bylaws relating to access and management of land.

NGO properties

A variety of non-governmental organisations such as the John Muir Trust, Plantlife, the Royal Society for the Protection of Birds, Wildlife Trusts and Woodland Trust own or manage nature reserves or other areas of land that are important for biodiversity. These sites may be intended primarily for nature conservation, or for other purposes such as protection of landscape features or the provision public access to the countryside. These areas of themselves have no statutory basis, but a large number are also designated SSSIs / NNRs / SPAs / SACs / Ramsar sites, etc.

Regionally Important Geological and Geomorphological Sites (RIGS)

Regionally Important Geological and Geomorphological Sites (RIGS) are the most important places for geology and geomorphology outside statutorily protected land such as Sites of Special Scientific Interest (SSSI). Sites are selected under locally-developed criteria, according to their value for education, scientific study, historical significance or aesthetic qualities. Whilst not benefiting from statutory protection, RIGS are equivalent to local Wildlife Sites.

Wildlife Sites

Local authorities for any given area may designate certain areas as being of local conservation interest. The criteria for inclusion, and the level of protection provided, if any, may vary between areas. Most individual counties have a similar scheme, although they do vary.

These sites, which may be given various titles such as 'Listed Wildlife Sites' (LWS), 'Local Nature Conservation Sites' (LNCS), 'Sites of Importance for Nature Conservation' (SINCs), or Sites of Nature Conservation Importance' (SNICIs), together with statutory designations, are defined in local and structure plans under the Town and Country Planning system and are a material consideration when planning applications are being determined.

Woodland Parks / Forest Parks

Woodland Parks are similar to Forest Parks but are smaller in scale and located near to centres of population. Forest Parks, Forest Nature Reserves or Woodland Parks are identified and managed by the Forestry Commission primarily for recreation purposes.

Appendix 4

A Sample Risk Assessment Form

(Important: Please note that this is only an example of a risk assessment form. You may need to adapt this document to meet the needs of your organisation, or to suit the specific activities you are carrying out).

Organisation		Location of activity
Brief Summary of Activity		
List Significant Hazards		
List Who might be exposed to the Hazards		
List Existing Control Measures		
Residual Risk - High, Medium or Low		

Are risks adequately controlled? YES NO

If NO list additional controls/action required below to eliminate risk or reduce so that it is LOW and who is responsible for implementation

Additional Control Measures	Action to be taken by	Implementation Date
Signature of Assessor		Date:

Are risks adequately controlled (LOW) following implementation of control measures? YES NO

Date for Review (maximum 12 months from date of assessment)	
--	--

GUIDANCE NOTE ON COMPLETING RISK ASSESSMENT FORM

Significant Hazards

- Only list those that you could reasonably expect to cause significant injuries.
- Will the work require the use of machines and tools? How can you or anyone else be injured; will it be significant?
- Will the activity involve being in touch with or near to chemicals, fumes, vapours, dust or particles? Can they cause significant harm?
- Are there significant hazards due to where the activity is to be carried out such as confined space, at height, poor lighting, high/low temperature?

Who might be exposed?

- Remember to include oneself if applicable, and others carrying out the activity in the area.
- Those more vulnerable or less experienced should be highlighted as they may be more at risk, e.g. young persons, those with special needs, those with medical conditions, expectant mothers, those unfamiliar with the area etc.

Existing Control Measures

- List control measures in place for each of the significant hazards, personal protective equipment, safety method statement or procedure.
- Include appropriate training as a control measure

Are risks adequately controlled?

- With all the existing control measures in place do any of the significant hazards still have a potential to cause significant harm?
- Use your judgement as to whether any remaining risk is High, Medium or Low by multiplying a “probable frequency rating” and “severity rating. The aim is to remove risks entirely or make the residual risk LOW.

Additional Controls

- List the additional control measures, for each of the significant hazards, which are required to reduce the risk to the lowest so far as is reasonably practicable
- Additional measures may include use of protective clothing or equipment, etc

Date for Review

- It is recommended that assessments be reviewed at least every twelve months, in case there are changes in circumstances.

Appendix 5

Sample documents for running a community group

(Important: Please note that these are only examples of documents for running a community group. You may need to adapt these documents to meet the needs of your organisation, or to suit the specific activities you are carrying out).

5.1 A Sample Constitution Document for Use by Community Groups

Constitution of <Name of Group>

1. Name

The name of the organisation is <Name of Group>, herein called the Group.

2. Objects

To learn more about the wildlife in the area of <Name of Place> and to take action to protect and enhance the local natural environment.

3. Area of Benefit

The Area of Benefit for the Group is <Name of Place>.

4. Powers

4.1 Power to raise funds and to invite and receive grants donations and other contributions.

4.2 Power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use.

4.3 Power to co-operate with other voluntary organisations, charities and statutory authorities for the achievement of the objects and to exchange information and advice with them.

4.4 Power to do all such other lawful things as are necessary for the achievement of the objects.

5. Membership

5.1 Membership of the Group shall be open to any person over the age of 18 years interested in furthering the objects.

5.2 Every member shall have one vote.

5.3 Members are entitled to attend and vote at general meetings.

5.4 There is no membership fee.

6. Management Committee

- 6.1 The Management Committee shall comprise of not less than three members, normally the three officers: chairperson, secretary and treasurer.
- 6.2 Management Committee meetings shall be held every <insert period of time>.
- 6.3 Minutes of all Management Committee meetings shall be taken and made available to all the Management Committee Members.
- 6.4 All decisions made by the Management Committee require a majority.

7. Annual General Meetings

- 7.1 An annual general meeting shall be held.
- 7.2 The Secretary will let all members of the Group have the date of the Annual General Meeting (AGM) at least one month in advance.
- 7.3 The Management Committee shall present to each annual general meeting the report and accounts for the preceding year.

5.2 A sample policy for the protection of vulnerable adults

(This policy should be suitable for most organisations having limited contact with vulnerable adults. However, if you intend to work extensively with vulnerable adults, you should contact your local authority for further guidance. They will be able to provide you with details of local agencies responsible for the care and protection of vulnerable adults).

Protection from abuse should become an integral part of the policy and practice of all organisations working with, or coming into contact with, vulnerable adults.

The broad definition of a vulnerable adult is:

‘A person who is 18 years of age or over, and who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or serious exploitation’

(Ref: Law Commission – Who decides: Making decisions on behalf of mentally incapacitated adults 1997)

People with learning disabilities, mental health problems, older people and disabled people may fall within this definition.

All vulnerable adults have a right to protection from harm.

We must ensure that:

- All vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- All suspicion and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All group members and volunteers have a responsibility to report concerns to group leaders.

- All partner agencies and organisations must co-operate with each other on issues relating to the identification, investigation, treatment and prevention of abuse of vulnerable adults.
- Each agency has a responsibility to share information on a 'need to know' basis so that effective decisions can be made and appropriate preventative action taken.
- (Ref: Inter-Agency Policy and Procedures for responding to Alleged Abuse and Inappropriate Care of Vulnerable Adults in South Wales).

Policy Statement

Our values, principles and beliefs

..... **believes:**

- All vulnerable adults have equal rights to protection from abuse and exploitation.
- Abuse of vulnerable adults is never acceptable.
- We have a commitment to protecting vulnerable adults with/for whom we work.
- When we work with partners, they have a responsibility to meet minimum standards for protection of vulnerable adults in their programmes.

Core Values and Principles:

- Vulnerable adults have the right to privacy, dignity, independence and self-determination, choice, fulfilment and the maintenance of all the rights and entitlements associated with citizenship.
- A person's right to involvement in decision-making is promoted to the fullest capacity.
- A person is enabled to protect him/herself from harm.
- Involvement of others significant to the person's life is identified and supported.
- The response is appropriate and only as intensive as the situation demands.
- A vulnerable adult and the alleged abuser have the right to the protection of the law.
- A vulnerable adult will have the opportunity and right to comment or complain about the service they receive.
- Vulnerable adults will have the opportunity and right to independent advice and advocacy when they request it. This will also apply to those vulnerable adults who are incapable of making such a request but are deemed in need of such independent advice and advocacy.
- The awareness and understanding of other agencies, organisations and the public is raised and with it, a commitment to respond.

Policy Aims

The aim of 's Policy on the Protection of Vulnerable Adults is to promote good practice:

- Providing vulnerable adults with appropriate safety and protection.
- Allowing all group members and volunteers to make informed and confident responses to specific issues on the protection of vulnerable adults.

Definitions and indicators of Abuse

- **Physical Abuse** – includes hitting, slapping, pushing, misuse of medication, undue restraint or inappropriate sanctions.
- **Possible indicators include:** multiple bruising, which is not consistent with the explanation given; cowering and flinching; unusually sleepy or docile.
- **Sexual Abuse** – includes rape and sexual assault or sexual acts to which the vulnerable adult has not, or could not, consent and/or was pressured into consenting. Possible indicators include: unexplained and uncharacteristic changes in behaviour; excessive washing; deliberate self-harm.
- **Psychological Abuse** – includes threats of harm or abandonment, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks. Possible indicators include: anxiety, confusion or general resignation; loss of confidence; excessive or inappropriate craving for attention.
- **Financial Abuse** – includes theft, fraud, pressure around wills, property or inheritance, misuse or misappropriation of benefits. Possible indicators include: unexplained or sudden inability to pay bills; sudden withdrawal of money from accounts; personal possessions going missing.
- **Neglect and/or Acts of Omission** – includes failure to access medical care or services, failure to give prescribed medication, poor nutrition or lack of heating. Possible indicators include: poor hygiene and cleanliness; repeated infections; reluctant contact with health and social care agencies.

Whilst not classified as an individual category of abuse, racial and homophobic motivated abuse can take any of the above forms and needs to be noted. Domestic Abuse is a serious crime, which must be treated as seriously as any other crime. Victims of domestic abuse may also be vulnerable adults within the meaning of the Adult Protection procedures.

The Protection of Vulnerable Adults – POVA – Scheme introduces the POVA list. The Scheme acts as a workforce ban on those professionals who have harmed vulnerable adults in their care. It adds an extra layer of protection to pre-employment processes alongside Criminal Records Bureau checks. Employers will be able to check applicants against the POVA list.

Prevention of Abuse – Developing Positive Service Cultures & Good Practice

- Wherever possible, abuse must be prevented. Creating ‘safe care’ or support for vulnerable people involves a holistic approach, which is centred upon the needs of the cared-for/supported person. It also recognises that this will only be achieved through effective recruitment, induction, support, training and management of staff.
- Group members are encouraged to be alert and to feel confident about reporting abuse. Group members who make confidential disclosures or ‘whistle-blow’ are supported and protected.
- Group members are knowledgeable about signs and causes of abuse in both community and service settings. Detailed knowledge and understanding of procedures is underpinned by appropriate and ongoing training and support.
- Thorough and credible records are kept and regularly checked.
- A good balance is maintained between confidentiality and positive information sharing.

.....’S Code of Conduct For Working With Vulnerable Adults

Group members and Volunteers must never:

- Hit or otherwise physically assault or abuse vulnerable adults.
- Develop physical or sexual relationships with vulnerable adults.
- Develop relationships with vulnerable adults, which could in any way be deemed inappropriate or exploitative.
- Act in ways that may be abusive or place vulnerable adults at risk of abuse.
- Use language, make suggestions or offer advice, which is inappropriate, offensive or abusive.
- Behave in an inappropriate or sexually provocative manner.
- Allow vulnerable adults with whom they are working to stay overnight at their home unsupervised.
- Sleep in the same room as vulnerable adults on residential experiences.
- Do things of a personal nature that vulnerable adults are able to do for themselves.
- Condone, or participate in the behaviour of vulnerable adults, which is illegal, abusive or unsafe.
- Intentionally act in ways intended to shame, humiliate or degrade vulnerable adults.
- Discriminate against, show differential treatment, or favour particular vulnerable adults to the exclusion of others.

It is vital for all group members/volunteers in contact with vulnerable adults to:

- Be aware of situations, which may present risks.
- Plan and organise the work and the workplace so as to minimise risks.
- Be visible in working with vulnerable adults – as far as is humanly possible.
- Ensure that a culture of openness exists to enable any issues of concern to be discussed.
- Ensure that a sense of accountability exists between group members so that poor practice or potentially abusive behaviour does not go unchallenged.
- Empower vulnerable adults – discuss their rights, what is acceptable and unacceptable, and what to do if there is a problem.

What we will do

.....will meet our commitment to protect vulnerable adults from abuse through the following means:

Awareness: We will ensure that all group members and volunteers are aware of the issues of the protection of vulnerable adults (POVA), the problem of abuse of vulnerable adults and the risks.

Prevention: We will ensure, through awareness and good practice, that all group members and volunteers minimise the risk to vulnerable adults.

Reporting: We will ensure that all group members and volunteers are clear about what steps to take where concerns arise regarding the safety of vulnerable adults.

Responding: We will ensure that action is taken to support and protect vulnerable adults where concerns arise regarding possible abuse.

Responding To Allegations or Suspicions

It is not the responsibility of anyone taking part in group activities to decide whether or not the abuse of vulnerable adults has taken place. There is however a responsibility to act on any concerns through contact with the appropriate authorities.

..... will assure all group members/volunteers that it will fully support and protect anyone, who in good faith reports his or her concerns that a colleague is, or may be, abusing a vulnerable adult.

Where there is a complaint made, there may be two types of investigation:

- A criminal investigation
- A protection of vulnerable adults investigation

Confidentiality

Every effort must be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Chair of the Organisation
- The carers/family of the person alleged to have been abused
- The person making the allegation
- Social services/ Police
- The alleged abuser

Information must be stored in a secure place with limited access to the designated people, in line with data protection.

5.3 A Sample Policy for the Protection of Children

(This policy should be suitable for most organisations having limited contact with children. However, if you intend to work extensively with children, you should seek further guidance from the children's services department of your local authority. This will be part of their Social Services department).

Policy Statement

Safeguarding the welfare of children ought not to be seen by organisations as an optional activity. Protection from abuse should become an integral part of the policy and practice of all organisations working with children and young people. All children and young people have a right to protection from harm and the needs of disabled children and others who may be particularly vulnerable must be taken into account.

All organisations that make provision for children and young people must ensure that:

- The welfare of the child / young person is paramount;
- All children and young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse;
- All suspicion and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- All group members and volunteers have a responsibility to report concerns to the appropriate officer.

A child is defined as a person under the age of 18 (The Children Act 1989)

Our Values, Principles and Beliefs

.....**believes:**

- All child abuse involves the abuse of children and young people's rights.
- All children and young people have equal rights to protection from abuse and exploitation.
- The situation for all children and young people must be improved through promotion of their rights as set out in the UN Convention on the Rights of the Child. This includes the

right to freedom from abuse and exploitation.

- Child abuse is never acceptable.
- We have a commitment to protecting children with/for whom we work.
- When we work through partners, they have responsibility to meet minimum standards for protection of children in their programmes.

Policy Aims

The aim of’s Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection.
- Allowing all group members / volunteers to make informed and confident responses to specific child protection issues.

Definitions of Abuse

The term child abuse is used to describe ways in which children and young people are harmed, usually by adults and often by those they know and trust.

There are four main types of abuse, though a child may experience more than one kind at any one time.

- **Physical Abuse** - Occasions when parents, carers, adults or other children deliberately inflict injuries on a child or knowingly do not prevent such injuries. It includes injury caused by hitting, shaking, biting, burning, giving children alcohol, inappropriate drugs or poison and attempts to drown or suffocate them.
- **Emotional Abuse** – Occasions when adults fail to show children and young people due care and attention or threaten, use sarcasm, taunt or shout at a child / young person causing loss of self-confidence or self-esteem. These may also occur when an adult repeatedly ignores or fails to respond to a child’s progress or places unrealistic pressure to perform to high expectations constantly.
- **Neglect** – Occasions where adults fail to meet a child / young person’s essential needs, such as adequate food, warmth, clothing and medical care. It also includes occasions where children and young people are left alone without proper supervision.
- **Sexual Abuse** – Occasions where males and females use children and young people to meeting their own sexual needs.

Promoting Good Practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand those feelings and not allow them to interfere with your judgement about the appropriate course of action to take.

Abuse can occur within many situations including the home, school, sporting or arts environment. Some individuals will actively seek employment or voluntary work with children and young people in order to harm them. A coach, instructor, teacher, mentor or volunteer will have regular contact with children and young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

Good Practice Guidelines

All group members and volunteers should be actively encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are practical examples of how to create a positive, non-threatening culture and climate.

Good practice in reality means:

- Always working in an open environment e.g. avoiding private or unobserved situations
- Being aware of personal space and keeping an appropriate distance.
- Treating all children and young people regardless of disability, with respect and dignity.
- Always putting the welfare of children and young people first.
- Building balanced relationships based on mutual trust, which empower children and young people to share in the decision making process.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of children and young people.
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and / or other medical treatment.
- Keeping a written record of any injury that occurs or any extraordinary situation.
- Attaining written consent if group members / volunteers are required to transport children and young people in their cars.

.....'s code of conduct for working with children and young people

Group members and volunteers must never:

- Hit or otherwise physically assault or abuse children or young people.
- Develop physical, sexual relationships with children or young people.
- Develop relationships with children or young people, which could in any way be deemed inappropriate or exploitative.
- Act in ways that may be abusive or place children or young people at risk of abuse.
- Use language, make suggestions or offer advice, which is inappropriate, offensive or abusive.
- Behave in an inappropriate or sexually provocative manner.
- Allow children and young people with whom they are working with to stay overnight at their home unsupervised.
- Sleep in the same room as children and young people on residential experiences.
- Do things of a personal nature that children or young people are able to do for themselves.
- Condone, or participate in the behaviour of children or young people, which is illegal, abusive or unsafe.
- Intentionally act in ways intended to shame, humiliate or degrade children or young people.
- Discriminate against, show differential treatment, or favour particular children to the exclusion of others.

It is vital for all group members / volunteers in contact with children and young people to:

- Be aware of situations which may present risks
- Plan and organise the work and the workplace as to minimise risks
- Be visible in working with children or young people –as far as is humanly possible.
- Ensure that a culture of openness exists to enable any issues of concern to be discussed.
- Ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged.
- Empower children and young people – discuss their rights, what is acceptable and unacceptable, and what to do if there is a problem.

What we will do

.....will meet our commitment to protect children and young people from abuse through the following means:

Awareness: We will ensure that all group members and volunteers are aware of the issues of child protection and the problem of child abuse and the risks to children and young people.

Prevention: We will ensure, through awareness and good practice, that all group members and volunteers minimise the risk to children and young people.

Reporting: We will ensure that all group members and volunteers are clear what steps to take where concerns arise regarding the safety of children and young people.

Responding: We will ensure that action is taken to support and protect children and young people where concerns arise regarding possible abuse.

Responding to Allegations or Suspicions

It is not the responsibility of anyone taking part in group activities to decide whether or not child abuse has taken place. There is however, a responsibility to act on any concerns through contact with the appropriate authorities.

..... will assure all group members / volunteers that it will fully support and protect anyone, who in good faith reports his or her concerns that a colleague is, or may be, abusing a child.

Where there is a complaint made, there may be two types of investigation:

- A criminal investigation.
- A child protection investigation.

Confidentiality

Every effort must be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Chair of the Organisation
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Social services / police
- The alleged abuser (and parent / carer if the alleged abuser is a minor)

Information must be stored in a secure place with limited access to the designated people, in line with data protection.

5.4 A Sample Data Protection Statement

..... is committed to maintaining your personal information in a manner which meets the requirements of the data protection act (1998) and will take all reasonable steps to ensure that your personal data is kept secure against unauthorised access, loss, disclosure or destruction. Your privacy is important to, and we promise to respect your personal information; information is collected lawfully and in accordance with the data protection act 1998.

In order to respect your privacy, we manage personal data in accordance with the data protection act's eight 'data protection principles', namely:

- 1** Personal data shall be processed fairly and lawfully.
- 2** Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
- 3** Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- 4** Personal data shall be accurate and, where necessary, kept up to date.
- 5** Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- 6** Personal data shall be processed in accordance with the rights of data subjects under this act.
- 7** Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- 8** Personal data shall not be transferred to a country or territory outside the European economic area unless that country or territory ensures an adequate level of protection for the right and freedoms of data subjects in relation to the processing of personal data.

.....will use your personal information to:

- confirm, update and improve our group and/or volunteer records
- Contact you to inform you about group/project-related events

Appendix 5.5: A Sample Volunteer Policy and Registration Form

Community Biodiversity Audit Volunteer Form

Confidential

Personal Details:	
Name:	Address:
Telephone: Home: Work:	Post Code: Email address:

Please tick any of the following audits that you are likely to take part in:

Mammals	Birds	Butterflies	Moths	Plants	Fungi	Bats	Amphibians	River wildlife	Reptiles

Please tick the times you are most likely to be available for this activity?

Daytime Monday to Friday	Evening Monday to Friday	Daytime weekend	Evening weekend	Any of these times

Comments:

Data Protection Act 1998

The information in your application will be stored as hard copy and may also be stored electronically. Information will be kept in ways that comply with the Data Protection Act 1998.

I agree to comply with <name of group> policies (Health and Safety, etc) whilst undertaking any voluntary activities with this organisation.

Signed..... Date.....

Thank you for completing the form.

<Name, address, phone number, email address for audit group>

Appendix 5.6**A sample permission form for the use of photographic images of children where they are recognisable**

As a parent/guardian of I authorise the use of any photographic images/film where he/she is recognisable, taken by <name of group> to use in promotional and educational material as well as web based material.

I understand that <name of group> will ensure that under no circumstances will any personal details be included with the images that might make the child identifiable.

Signature of parent/guardian

Name.....

A sample permission form for the use of photographic images of adults where they are recognisable

I authorise the use of any photographic images/film where I am recognisable, taken by <name of group> to use in promotional and educational material as well as web based material.

I understand that <name of group> will ensure that under no circumstances will any personal details be included with the images that might make myself identifiable.

Signature

Name.....

Appendix 7

Contact details form

	I wish to hear about events for the following types of wildlife (Tick boxes)										
..... Community Biodiversity Audit Contact Form	River invertebrates	Trees	Moths (evenings)	Butterflies	Bats (evenings)	Mammals (Other than bats)	Fish	Reptiles and amphibians	Flowering plants	Birds	Fungi
Name Address Email Phone N°											
Name Address Email Phone N°											
Name Address Email Phone N°											
Name Address Email Phone N°											
Name Address Email Phone N°											
Name Address Email Phone N°											

This information will be stored in compliance with the Data Protection Act 1998. You will only be contacted in connection with the community biodiversity audit related events. The information will not be passed on to any third parties.

Appendix 8

A selection of handbooks and identification cards

Mammals of Britain and Europe (Collins Field Guide), David W. Macdonald and Priscilla Barrett, 1993, approximately £16

Where to Watch Mammals in Britain and Ireland, Richard Moores, approximately £12

The Science and Art of Tracking, Tom Brown Jr, approximately £6

Tom Brown's Field Guide to Nature Observation and Tracking (Tom Brown's Field Guides), approximately £7

Complete British Birds: Photoguide (Collins Complete Photoguides), Paul Sterry, 2004, approximately £11

RSPB Pocket Guide to Birds (RSPB) by Jonathan Elphick and John Woodward, 2003, approximately £6

Collins Bird Guide: The Most Complete Guide to the Birds of Britain and Europe, Lars Svensson, Peter J. Grant, Killian Mullarney, and Dan Zetterstrom, 2001, approximately £11

Butterflies and Moths of Britain and Europe (Collins Nature Guides), Helga Hofmann and Thomas Marktanner, 1995, approximately £7

Butterflies of Britain and Europe (Collins Field Guide), Tom Tolman and Richard Lewington, approximately £18

Guide to Butterflies of Britain and Ireland (Philips), Jeremy Thomas, 2007, approximately £6

Pocket Guide to the Butterflies of Great Britain and Ireland, Richard Lewington, 2003, approximately £10

Britain's Butterflies (Wild Guides), David Tomlinson and Rob Still, 2002, approximately £11

Butterflies (Collins GEM), Michael Chinery, David Hosking, and Jean Hosking, 2004, approximately £4

Butterflies and Moths (Pocket Nature), Paul Sterry and Andrew Mackay, 2004, approximately £6

Concise Guide to the Moths of Great Britain and Ireland (Concise Guide), Martin Townsend, Paul Waring, and Richard Lewington, approximately £13

Field Guide to the Moths of Great Britain and Ireland, Paul Waring, Martin Townsend, and Richard Lewington, 2003, approximately £28

Reptiles and Amphibians of Britain and Europe (Collins Field Guide), Nick Arnold and Denys Ovenden, 2002, approximately £17

Ferns (RHS Wisley Handbook), Martin Rickard, 2003, approximately £6

Complete British Wild Flowers (Collins Complete Photo Guides), Paul Sterry, 2006, approximately £11

The Wild Flowers of Britain and Ireland: A New Guide to Our Wild Flowers (Tandem), Marjorie Blamey, Richard Fitter, and Alastair Fitter, 2003, approximately £11

Wild Flowers (Collins GEM), 2004, approximately £4

The Observer's Book of Grasses, Sedges and Rushes (Observer's Pocket Series), Francis Rose, W. J. Stokoe, A. Laurence Wells, and A. Bruce Jackson, 1974, approximately £2

Crucifers of Great Britain and Ireland (BSBI Handbooks), T.C.G. Rich and C. Dalby, 1991, approximately £15

Trees (Collins GEM), Alastair Fitter and David More, 2004, approximately £4

Collins Tree Guide (Collins), Owen Johnson, 2006, approximately £12

Bats (British Natural History) Phil Richardson, 2000, approximately £8

A Guide to British Bats, Kate Jones and Jon Russ, 2001, approximately £2.50

Mushrooms, Roger Phillips, 2006, approximately £11

Mushrooms (Collins GEM), Patrick Harding and Alan Outen, 2004, approximately £4

Fungi (Pocket Nature), Shelley Evans and Geoffrey Kibby, 2004, approximately £7

Key to the Major Groups of British Freshwater Invertebrate Animals, P.S. Croft, 1986, approximately £7

Gem Guide to Fresh and Salt Water Fish (Collins Gems), Keith Linsell and Michael Prichard, 1986, approximately £3

Fishes: A Guide to Fresh - And Salt-Water Species (Golden Guide), Herbert Spencer Zim, Hurst H. Shoemaker, and James Gordon Irving, 2001, approximately £4

Identification cards can be useful in the field for some types of wildlife, especially for use by novice auditors. This is because they display pictures and names of the species you are most likely to find in the UK. There isn't too much detail so it's easier to identify species than it is by using a handbook with a lot more information. Also, they're laminated so they can stand up to getting wet and muddy. The Field Studies Council produces a good range, most of which cost between £2.50 and £3.50 each. Some titles are available in Welsh as well as English. You can see which titles are available by looking at:

www.field-studies-council.org/publications/foldout.aspx

Appendix 9

A list of organisations that may offer funding to support community biodiversity auditing projects

Environment Wales, who support and encourage voluntary action to protect and improve the environment of Wales. They give grants of between £1000 and £11,000 to help projects in each stage of their development. Contact them to talk about your project and they will assign your group a Development Officer to help you with your application. Their website is www.environment-wales.org and you can phone them on 029 2043 1769.

Keep Wales Tidy Rivercare Group gives small grants to constituted groups who 'adopt' an area of riverbank in their local area for the purpose of cleaning it up and looking after it. Go to their website at www.keepwalestidy.org to find out more or phone 02920 256767 in south Wales, 01286 674081 in north Wales, and 01646 681949 for west Wales.

BBC Breathing Places is a scheme encouraging people to form groups and take on projects to improve their local environment. They have teamed up with the Big Lottery Fund to help community groups access money to help environmental projects. Look at their website for more information: www.bbc.co.uk/breathingplaces/lotterygrants

BTCV Cymru don't give funding but can help by finding expert volunteers to support projects, on their 'Enviromentor' scheme. Their website is www.btcvcymru.org/index.php

The Esmee Fairbairn Foundation awards grants to support projects that promote biodiversity, a low carbon economy and sustainable food systems. Their website is www.esmeefairbairn.org.uk/programmes/env.html

The Grab a Grant scheme gives small grants (£50) to voluntary groups for practical environmental projects in England and Wales www.csv.org.uk/News/Press+Releases/Press+Releases+Liza.htm

Lottery 'Awards for All' for Wales is supported by **Big Lottery Fund** and the **Heritage Lottery Fund**. They award grants of between £500 and £5,000 for people to take part in heritage and community activities, and projects that promote education, the environment and health in the local community. For more details, look at www.awardsforall.org.uk

Groundwork Wales and **Environment Wales** can both offer advice and guidance on funding. www.groundworkwales.sequence.co.uk/whatcanwedo/envirowales/index.html

Cydcoed is a £16 million grant programme which gives funding and support for community groups in the more disadvantaged areas of west Wales, north Wales and the south Wales Valleys to use woods for community development. Phase 2 of the project is running until 2008. Look at www.forestry.gov.uk/cydcoed

Sefydliad supports a wide range of voluntary organisations and community groups concerned with improving quality of life for those experiencing disadvantage in Wales. Look at their website for further details: www.cfiw.org.uk/

Biffaward is a grant of between £250 and £50,000 (increasing to £500,000 in 2008) for projects that increase biodiversity and make a positive difference to communities. For more information, see <http://www.biffaward.org/>

Appendix 10

A list of insurers offering policies to community groups

We're unable to recommend any one company, but you may want to contact some of the companies listed to compare the cover offered and the cost:

If your group joins the **BTCV Community Network**, you will be able to access competitive insurance through a scheme underwritten by Zurich Municipal. This insurance gives cover up to an indemnity limit of £5,000,000, with an optional upgrade to £10,000,000. For more details contact local-groups@btcv.org.uk or call 01302 388 842.

If you go to the following site, there are links to several different insurance companies that offer policies for community or not-for-profit groups:

http://www.volresource.org.uk/services/serv_ins.htm

Ladbroke Insurance Intermediary offers policies to community groups. See:

<http://www.ladbroke.co.uk/community-groups/index.html>

Finance Redirect Insurance Services offers specialist public liability insurance for small community groups. There is a 'public liability only' scheme that gives cover over the internet from £37.95 per annum. Look at:

<http://www.financeredirect.co.uk/insuranceproducts/communitygroup/index.htm>

Morton Michel offers insurance for various leisure activities including community and youth clubs, and other group organisations. Their website address is:

<http://www.mortonmichel.com/group/intro.htm>

Appendix 11

A biodiversity records database

An Access Database designed to record the results of a biodiversity audit is included on the CD of appendices. You can also download the database from www.scienceshops.wales.org.uk

A section of a partially completed database is shown here:

Record	Common Name	Local Name	Scientific Name	Group	Date	Time	Recorder	OS Grid Ref	Local map grid r	Natural habitat	
467	Wren		Troglodytes troglodytes	Birds	30/08/2007		Alec Fraser		W7		
468	Slow worm		Anguis fragilis	Reptiles	30/08/2007		Alec Fraser		X9		
469	Norway Maple		Acer Plantoides	Trees	30/08/2007		Alec Fraser		BA7		
470	Sessile Oak		Quercus petraea	Trees	30/08/2007		Alec Fraser		I8		
471	Copper Beech		Fagus sylvatica purpure	Trees	30/08/2007		Alec Fraser		W10		
472	Common Pipistrelle		Pipistrellus pipistrellus	Mammals (t	05/10/2007		Abbey Lee	ST 003 993			Col
473	Wood Mouse		Apodemus sylvaticus	Mammals	06/10/2007		Abbey Lee	ST 003 993			Sur
474	Field Vole		Microtus agrestis	Mammals	06/10/2007		Abbey Lee	ST 003 993			Sur
475	Slow-worm		Anguis fragilis	Reptiles	06/10/2007		Abbey Lee	ST 002 994			Sur
476	Slow-worm		Anguis fragilis	Reptiles	06/10/2007		Abbey Lee	ST 001 994			Sur
477	Slow-worm		Anguis fragilis	Reptiles	11/10/2007		Abbey Lee	ST 002 994			Sur
478	Slow-worm		Anguis fragilis	Reptiles	11/10/2007		Abbey Lee	ST 000 993			Sur
479	Viviparous lizard		Lacerta vivipara	Reptiles	11/10/2007		Abbey Lee	ST 001 994			Sur
480	Cocksfoot		Dactylis glomerata	Flora	11/10/2007		Abbey Lee	ST 003 993			Sur
481	Yorkshire fog		Holcus lanatus	Flora	11/10/2007		Abbey Lee	ST 003 993			Sur
482	Silverweed		Potentilla anserina	Flora	11/10/2007		Abbey Lee	ST 003 993			Sur
483	Heather		Calluna vulgaris		11/10/2007		Abbey Lee	ST 003 993			Sur
484	Ribwort plantain		Plantago lanceolata	Flora	11/10/2007		Abbey Lee	ST 003 993			Sur
485	Red clover		Trifolium pratense	Flora	11/10/2007		Abbey Lee	ST 003 993			Sur
486	Ragwort		Senecio jacobaea	Flora	11/10/2007		Abbey Lee	ST 003 993			Sur
487	Soft rush		Juncus effusus	Flora	11/10/2007		Abbey Lee	ST 003 993			Sur
488	Crested dogstail		Cynosaurus cristatus	Flora	11/10/2007		Abbey Lee	ST 003 993			Sur
489	Rough hawk's-beard		Crepis biennis	Flora	11/10/2007		Abbey Lee	ST 003 993			Sur
490	Smooth catsear		Hypochoeris glabra	Flora	11/10/2007		Abbey Lee	ST 003 993			Sur
491	Dandelion		Taraxacum officinale	Flora	11/10/2007		Abbey Lee	ST 003 993			Sur
492	Common birds' foot trefoil		Lotus corniculatus	Flora	11/10/2007		Abbey Lee	ST 003 993			Sur
493	Meadow buttercup		Ranunculus acris	Flora	11/10/2007		Abbey Lee	ST 003 993			Sur
494	Black knapweed		Centaurea nigra	Flora	11/10/2007		Abbey Lee	ST 003 993			Sur
495	Bramble		Rubus fruticosus	Flora	11/10/2007		Abbey Lee	ST 003 993			Sur
496	Meadow foxtail		Alopecurus pratensis	Flora	11/10/2007		Abbey Lee	ST 003 993			Sur
497	Pedunculate oak		Quercus robur	Flora	11/10/2007		Abbey Lee	ST 003 993			Sur
498	Montbretia		Montbretia Crocosmia >	Flora	11/10/2007		Abbey Lee	ST 003 993			Sur
499	White clover		Trifolium repens	Flora	11/10/2007		Abbey Lee	ST 003 993			Sur
500	Yarrow		Achillea millefolium	Flora	11/10/2007		Abbey Lee	ST 003 993			Sur
501	Common rush		Juncus conglomeratus	Flora	11/10/2007		Abbey Lee	ST 003 993			Sur

A game of Jenga

What has the popular game of constructing towers by removing wooden blocks from the base and placing them on top of the growing pile, got to do with biodiversity? Imagine that the blocks are plants and animals, and the way they stack together represents the dependence of one species on another. In your back garden, for example, a hedgehog might eat a slow worm, and a slow worm might hide in amongst the plants and grasses, preying on slugs, which in turn are eating your plants and vegetables. Multiply this chain of interdependence by many thousands of plants and animals, and the number of interactions is mind boggling! In a game of Jenga, remove one of the pieces and you might unbalance the tower. Remove a few and you threaten its collapse. Destroy one species, and others that rely on it will be affected too. Damage or destroy several species and the whole ecosystem becomes under threat.