Pondwatch JE – Level 2 survey form 20__

Have you completed a Volunteer Working Agreement Form? **Y / N** *(delete as appropriate)*

Have you attended survey training? **Y / N** *(delete as appropriate)*

Contact details

Name

Address

Tel

Email

Can we contact you if necessary? **Yes / No**

Pond details

Pond name

Pond grid reference

Pond location *(address or description)*

Post code

Have you completed a Landowner Survey Consent Form? **Y / N** *(delete as appropriate)*

Type of pond (**tick** one)

- ☐ Formal garden pond
- ☐ Farm pond
- ☐ Natural pond
- ☐ Wild garden pond
- ☐ School pond
- ☐ Reservoir
- ☐ Fish pond
- ☐ Golf course pond

Pond construction (**tick** one)

- ☐ Liner
- ☐ Concrete
- ☐ Preformed plastic
- ☐ Clay
- ☐ Other _____

Pond habitat suitability assessment (refer to *survey handbook*)

Pond area (m^2) when water is at its highest level. *(Look for where wetland vegetation (e.g. rushes) stops).*		
Number of years in ten pond dries up. **Never** dries; **Rarely** dries: no more than two years in any ten-year period, or only in drought; **Sometimes** dries: dries between three years in ten to most years; **Dries annually**. Estimate or ask landowner. (*Choose **one** option*)	**1 = Never** (0/10) **2 = Rarely** (1–2/10) **3 = Sometimes** (3+/10) **4 = Annually** (10/10)	
Water quality. **Bad** = clearly polluted, only pollution-tolerant invertebrates, no submerged plants; **Poor** = low invertebrate diversity, few submerged plants; **Moderate** = moderate invertebrate diversity; **Good** = abundant and diverse invertebrate community. (*Choose **one** option*)	**1 = Bad** **2 = Poor** **3 = Moderate** **4 = Good**	
% perimeter shaded. Percentage perimeter shaded (to at least 1 m from shore). Estimate.		
Waterfowl impact. **Major** = severe impact of waterfowl i.e. little or no evidence of submerged plants, water turbid, pond banks showing patches where vegetation removed, evidence of provisioning waterfowl; **Minor** = waterfowl present, but little indication of impact on pond vegetation, pond still supports submerged plants and banks are not denuded of vegetation; **None** = no evidence of waterfowl impact (moorhens may be present). (*Choose **one** option*)	**1 = Major** **2 = Minor** **3 = None**	
Fish presence. **Major** = dense populations of fish known to be present; **Minor** = small numbers of crucian carp, goldfish or stickleback known to be present; **Possible** = no evidence of fish, but local conditions suggest that they may be present; **Absent** = no records of fish stocking and no fish revealed during survey(s). (*Choose **one** option*)	**1 = Major** **2 = Minor** **3 = Possible** **4 = Absent**	
Number of ponds. Number of ponds within 1 km not separated by barriers to dispersal. Check with Natural Environment or use a map (e.g. Google Maps satellite) to estimate. (***Optional***)		
Terrestrial habitat. **None** = clearly no suitable habitat within immediate pond locale; **Poor** = habitat with poor structure that offers limited opportunities for foraging and shelter (e.g. amenity grassland); **Moderate** = offers opportunities for foraging and shelter, but may not be extensive; **Good** = extensive habitat that offers good opportunities for foraging and shelter completely surrounds pond e.g. rough grassland, scrub or woodland. (*Choose **one** option*)	**1 = None** **2 = Poor** **3 = Moderate** **4 = Good**.	
Aquatic vegetation. Percentage of pond surface occupied by aquatic vegetation (March–May). Estimate.		

Surrounding habitat assessment

Tick the **three most dominant** habitat types falling within 0–5 m and 0–100 m of the pond perimeter (the maximum water level) used to assess calculate the pond area.

0–5m	0–100m	**Habitat** and *definition*
		Acid grassland; *Grasses and herbs on lime-deficient soils (pH < 5.5).*
		Calcareous grassland; *Grasses and herbs on shallow, well-drained calcareous soils.*
		Neutral grassland; *Grasses and herbs on neutral soils (pH 4.5–6.5).*
		Modified grassland; *Fast-growing grasses on fertile, neutral soils. Often dominated by rye-grass Lolium spp. and white clover Trifolium repens.*
		Broadleaved mixed and yew woodland; *Broadleaved and yew trees > 5 m high when mature with distinct canopy, where these trees exceed 20% of tree cover.*
		Coniferous woodland; *Coniferous trees (except yew) > 5 m high when mature with distinct canopy, where these trees exceed 80% of tree cover.*
		Dwarf shrub heath; *> 25% of plant species are from heath family.*
		Hedgerows; *Boundary line of shrubs, that at one time were continuous.*
		Dense scrub; *Patches of shrubs < 5 m high with continuous (> 90%) cover.*
		Bog; *Rain fed inundated / waterlogged habitats where peat has formed in the past.*
		Fen marsh and swamp; *Inundated / waterlogged habitats where water is supplied by ground water or slow-moving rainwater flows through and peat does not form.*
		Arable and horticulture; *Arable cropland (incl. orchards), commercial horticultural land, freshly-ploughed land, annual leys, rotational set-aside and fallow.*
		Built-up areas and gardens; *Urban and rural settlements, man-made built structures, waste and derelict ground, urban parkland and urban transport infrastructure (e.g. roads).*
		Inland rock; *Natural and artificial exposed rock surfaces (e.g. inland cliffs, caves, screes, quarries).*
		Supralittoral rock; *Region of rocky shore including cliffs and slopes immediately above the highest water level in the 'splash zone'.*
		Supralittoral sediment; *Region of shore immediately above the highest water level in the 'splash zone'.*
		Standing open water and canals; *Natural systems (e.g. lakes and pools), as well as man-made waters (e.g. reservoirs, canals, ponds, gravel pits).*
		Rivers and streams; *Rivers and streams from bank top to bank top, or extent of mean annual flood.*

Pondwatch habitat assessment form v1.0

How to survey the pond

- Before carrying out any surveys, make a visit to your pond during the day to assess the habitat and any risks. Fill out the habitat assessment sections.
- Visit your pond **five times*** **between January and May**. *(*You can make more than five visits)*
- Record the survey conditions.
- Spend **30–60 minutes*** surveying using visual, netting or torching methods**,** noting any amphibians that you see. *(*If your pond is very small then less time may be appropriate)*
- **Take photos**, especially if you are not sure of what you have seen.
- Fill in the form below and **record your results** online (http://jerseybiodiversitycentre.org.je/), or send your form to: Pondwatch, Natural Environment, Growth Housing and Environment, Howard Davis Farm, Trinity, JE3 5JP.

Survey conditions

Visit no.:	**Date:**	**Water clarity** (1–3, *choose **one** option*). **1** = good, pond bottom visible; **2** = intermediate, bottom visible in shallows; **3** = turbid, bottom not visible.	**1 = good** **2 = intermediate** **3 = turbid**	
Start time: *(24h)*	**End time:** *(24h)*			
Air temperature (℃):		**Rain** (0–3, *choose **one** option*).	**0 = none** **1 = yesterday** **2 = earlier today** **3 = during survey**	
Bright moonlight:	Yes / No			
Wind disturbing water:	Yes / No	**% shoreline surveyed:**		

Supplementary species *(which other species are you surveying for?)*

Invasive Non-Native (INN) plants	Yes / No	**Dragonflies and damselflies**	Yes / No

What method(s) did you use?

Visual	Y / N	**Net**	Y / N	**% shoreline netted:**		**Torch**	Y / N

What did you see? *For tadpoles and spawn, write down a range (e.g. <10, 10–20 etc.).

Species	Lifestage	Sex	Quantity*	Certainty (C=certain, U=uncertain)

Invasive non-native plants *(delete as appropriate)*

Water fern (*Azolla filiculoides*)	**Y / N**	Parrot's feather (*Myriophyllum aquaticum*)	**Y / N**
New Zealand pigmyweed (*Crassula helmsii*)	**Y / N**	Canadian pondweed (*Elodea canadensis*)	**Y / N**

Supplementary information

When did you first see spawn in this pond this year? ____

Do migrating toads get run over on nearby roads? **Yes / No** *(delete as appropriate)*

Have you seen a grass snake in the pond? **Yes / No**

Have you carried out water quality tests at this pond? **Yes / No**

Pondwatch JE survey form – Level 2 v1.0

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Wind disturbing water:	Yes / No	**% shoreline surveyed:**	

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Wind disturbing water:	Yes / No	**% shoreline surveyed:**	

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Start time *(24h)*:	**End time** *(24h)*:		
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Bright moonlight:	Yes / No		
Wind disturbing water:	Yes / No	**% shoreline surveyed:**	

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Growth, Housing and Environment,
Howard Davis Farm, La Route de la Trinité,
Trinity, Jersey, JE3 5JP
Tel: 01534 441600
Email: environmentenquiries@gov.je

Volunteer Working Agreement Form

ARG UK
Amphibian and Reptile Groups of the UK
VOLUNTEERS WORKING FOR THE CONSERVATION OF AMPHIBIANS AND REPTILES

This form is for the purpose of registering as a volunteer with Jersey Amphibian and Reptile Group (JARG) affiliated under ARG UK CIO (Charity no 1165504) part of ARG UK. I understand that I am not under any obligation to carry out voluntary work for ARG UK nor is ARG UK under any obligation to use my services.

Volunteer details

Full name:		Contact number:	
Correspondence address: Post code:			
Emergency contact name:		Emergency contact number:	

Important information

Before signing this form please read the following consent information carefully. It explains how your information will be used and provides a brief description of your rights under Jersey's Data Protection Law. For further information on how the Department of the Environment handles personal data please visit http://www.gov.je/howweuseyourinfo

Your Consent - I am aware and agree

That the personal information supplied in this form, together with any other accompanying information, to be used for the sole purpose of processing my application to volunteer for ARG UK and I understand that it's an offence to knowingly submit false or misleading information with an application.

To my personal information being shared with your insurance provider in the event that it is necessary for me to make an insurance claim.

That any information I collect during my volunteering activities will be shared with other interested parties (such as the Jersey Biodiversity Centre) and will be used to provide published statistical data and reports.

I understand that under Jersey's Data Protection Law I have the right to withdraw my consent to the further processing of my information. (Should you wish to exercise this right please contact us on tel. 441600)

I have received sufficient training and/or instructions for the planned activities and believe that I am fit and healthy enough to carry out the voluntary work involved. I understand that it is my responsibility to consult my doctor if I have any concerns about my health prior to carrying out any volunteer work for JARG Jersey.

I understand that I should not do anything that I do not feel qualified to do and that I should not put others or myself in danger during the course of any voluntary activities and that I should contact the JARG Jersey co-ordinator for further advice and/or training if necessary.

I have read and understood the Surveying and Monitoring Risk Assessment (attached) and Lone Working Procedures (detailed below). I understand that the purpose of these documents are to remind me of any potential risks and I should use these to make my own assessment(s) prior to commencement of each volunteering activity.

I understand that I will not be covered in full by States of Jersey insurance unless I sign and return this form to the JARG Co-ordinator at the address above.

Volunteer consent

Signature:			
Name:		Date:	

Lone Working Procedures

The aim of the Lone Working Procedure is to ensure that there is always someone who knows where you are working so that you can be located and/or contacted in the event of an emergency. JARG strongly advise you to follow these procedures, but it is up to you to use them appropriately and responsibly.

The Lone Working Procedures should be applied to situations where a person is working alone. Lone working should take place only if you are confident that you are safe and able to work alone.

An assessment should be made of whether lone working is appropriate. Can the risks be minimised if more than one person is involved? Is the scope of the work such that it should not (or must not) be undertaken by a lone worker? The task needs to be assessed against our approach to undertaking Risk Assessments.

For all lone working, a 'buddy system' should be operated, whereby a buddy is nominated and informed of:

1. Location(s) of lone working (changes in itinerary need to be reported to the buddy).
2. Reporting-in times or estimated time of arrival (the frequency of reporting-in should be determined on the basis of risk and changes of location).
3. Contact details.
4. Travel/vehicle details (particularly important in the event of requiring emergency assistance.
5. The Emergency Procedure in the event of not calling in.

This information should be supplied to the buddy in a suitable format (e.g. in writing or phone message) which can be referred to in the event of an emergency.

Any changes in itinerary should be communicated to the buddy; this may require leaving messages on answerphones or mobile phones (buddies should check for messages before implementing emergency procedures). A third party may also be used to convey a message.

The lone worker is responsible for phoning ('reporting in') on time. Take account of the possibility of poor mobile phone reception, phones being lost or damaged, phone batteries running out, or that your buddy may be driving or doing some other activity that prevents them from using the mobile phone. A contingency must be in place for such events.

Emergency procedures: In the event of the lone worker not 'reporting in' the buddy should carry out the following:

Between half an hour and an hour after the due 'reporting-in' time, the buddy should call the lone worker on the number(s) given. If there is no response, they should leave a phone message with the time of the call, and state that the Lone Worker is overdue for reporting in.

Repeat this after 15 minutes, and a third time up to one hour after the due reporting-in time. This will give the lone worker one hour after the deadline to respond. If there is still no response then the Buddy should exhaust all other options before calling the emergency services.

If still unable to contact or locate the lone worker, the buddy should call the local police (use 999 only if you are sure there is an emergency, though it is better to err on the side of caution). The police should be advised of the Lone Working Procedures, the areas being visited, travel details, any known risks, reporting in times and any contact details; and they should leave a contact number should further information be required. If any other emergency services are involved, the buddy should also advise them of the details provided by the lone worker, notably the areas being visited, travel details, any known risks, reporting-in times and contact details.

Note: Mobile phones should not be used while driving or undertaking certain activities