

## Model Volunteering agreement

This Volunteer Agreement is a description of the arrangement between us *[insert name]* ('the organisation') and you *[insert name]* ('the Volunteer') in relation to your voluntary work.

Your volunteer role is *[insert details]* which commences on *[insert date]*.

The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one.

This volunteering agreement sets out the organisation's expectations of you in the role of volunteer and what you can expect from the organisation.

As a volunteer you will not receive any remuneration, benefits or other allowances, other than the reimbursement of your expenses as detailed below.

### The organisation commits to the following:

#### Induction and training

The organisation will provide an induction process to the organisation's work and its employees and provide you with necessary training to enable you to carry out your volunteer role.

#### Supervision and support

The organisation will:

- communicate to you the required standard of service provided by the organisation and support you to achieve and maintain this standard
- allocate a named member of staff who will regularly meet with you to discuss and review your role
- provide support to allow you to develop within your role
- provide support to allow you to develop positive working relationships with other volunteers and organisation employees.

#### Health and safety

The organisation will provide you with reasonable training to allow you to carry out your role in compliance with the organisation's health and safety policy.

## Reimbursement of expenses

The organisation will reimburse all reasonable expenses incurred by volunteers in order to carry out their volunteer role including expenses for *[insert details, e.g. travelling expenses, subsistence allowance]*. Reimbursement will be in line with the organisation's expenses procedure.

## Providing insurance cover

The organisation will provide necessary insurance cover that covers you whilst you are carrying out any approved and authorised voluntary work. *\* This will include insurance cover for driving any organisation vehicles but does not include private vehicle or contents cover. (\*delete if the organisation does not provide organisation vehicles)*

## Equal opportunities and Diversity

The organisation will ensure that all volunteers are supported in accordance with the organisation's Equal Opportunities and Diversity Policy, a copy of which is provided to you.

## Addressing volunteer concerns

The organisation will endeavour to fairly and appropriately resolve any concerns or issues you encounter during the course of your volunteering activities with the organisation. Please initially raise such concerns with *[insert name and job title]* to allow the organisation to investigate and resolve these.

## Volunteer agreement

I, *[insert name in capitals]*, agree to be a volunteer with *[insert name of organisation]* and commit to the following:

- to help the organisation fulfil the following services *[insert details of services here]* to the agreed standards which have been clearly explained to me
- to perform my volunteering role to the best of my ability
- to perform my volunteering role to the required timescales
- to adhere to the organisation's policies and procedures, including the code of conduct, health and safety policy and equal opportunities policy
- to maintain the confidentiality of the organisation's information, and that of its clients both during and after your volunteering role
- *\* to ensure that any private vehicles used to carry out the volunteering role and appropriately taxed and insured. The vehicle will also be maintained and serviced in line with manufacturer's recommendations (\*delete where not applicable)*
- to provide details of referees who may be contacted and to agree to criminal record check or any other necessary check
- to let the organisation know as soon as possible when I am unable to volunteer so that the organisation can make other arrangements

## Data protection

The organisation collects and processes certain types of data about you and does so in line with the General Data Protection Regulation and the Data Protection Act in force from time to time. Please read the organisation's Privacy Notice for more information about the types of data processed and the reasons for the processing.

You shall make yourself aware of the organisation's policies in relation to compliance with the General Data Protection Regulation and the Data Protection Act in force from time to time and undertake to act in accordance with these at all times, including exercising reasonable care to keep safe all documentary or other material containing confidential information. You shall inform the organisation immediately upon discovery of a data breach.

## Acknowledgement

You acknowledge that you have received and understand this agreement and agree to carry out your volunteering role in line with the required standards. You will also maintain confidentiality of any information received regarding the organisation during your volunteering role.

This agreement is not intended to be a legally binding contract and is binding in honour only. The agreement does not create an employer-employee relationship and may be cancelled at any time at the discretion of either party.

Signed: .....  
[Volunteer]

Print name: ..... Date: .....

Signed: .....  
For and on behalf of [organisation]:

Print name:..... Date: .....

Doc: 2019_VC	Date Adopted	Date Reviewed:
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