

Organisation

Logo

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Organisation / Service Name

Volunteer Agreement

[Organisation Name] strives to ensure that volunteers are offered a positive experience during their time with the charity and that the expectations for both parties are met. In order to achieve this, the agreement, which is in no way legally binding, aims to identify the expectations of both parties in order to ensure an effective relationship during the period of the voluntary role.

Part 1 – The Charity

As part of this agreement [organisation name] will:

- Recruit and manage volunteers in line with equality of opportunity, ensuring that all sections of the community are targeted and find the charity accessible.
- Offer induction and training that meets the needs of the voluntary role.
- Cover out of pocket expenses.
- Provide ongoing supervision and support sufficient to the requirements of the role.
- Provide adequate insurance cover for the needs of the volunteering role
- Provide a safe volunteering environment
- Apply our complaints procedure to deal with any problems that arise.
- Provide written references after volunteers have completed their induction training and have carried out the role for [x] months.
- Try to resolve problems, grievances or difficulties that may arise during the period of volunteering.
- Ensure that volunteers are aware of the work of the charity and have access to information such as the [organisation name] newsletter and intranet.

Part 2 – The Volunteer

As part of this agreement the volunteer will:

- Be available on a regular basis. For a minimum of [x] sessions / hours/ days/ mornings/afternoons for a continuous period of [x] days/weeks/months following completion of induction training
- Carry out the role in line with the service's policies and procedures.
- Attending induction training, shadowing and additional training sessions, as required to carry out the role.
- Attend for individual and/or group supervision as required.
- Attend a minimum of [x] volunteer meetings each year.
- To follow all Health & Safety procedures outlined in the organisation's policies and through training
- Complete and return all required paperwork as advised by [organisation name], using designated systems where these are in place.
- Respect the client group, [organisation name] staff and other volunteers.

- Maintain professional boundaries as required by the role . Including adhering to the [organisation name] Code of Conduct, maintaining Confidentiality and dressing appropriately for the role.
- Inform your [line manager/volunteer manager] in advance if you are unable to attend your volunteering role as arranged, or would like to end your volunteering role.
- To comply with all relevant legislation including, but not limited to, Data Protection Act 1998.

This agreement is binding in honour only and neither party intends any employment relationship to be created as a result of this agreement.

Signed (Volunteer): _____

Name (Please print): _____

Date: _____

Signed (Volunteer
Co-ordinator): _____

Name (Please print): _____

Date: _____

EXAMPLE ONLY