

This volunteer agreement describes the relationship between <<Name of Organisation>> (the organisation) and <<name of

<<Name of Organisation>>

<<Name of Organisation>> appreciate your interest in volunteering with us and aims to make this experience of volunteering both enjoyable and rewarding.

<<Name of Organisation>>

Your role as volunteer is <<state the role>> and starts on <<insert date>>. The volunteering role is <<state how the role benefits the organisation>>.

<<insert details of how the volunteering role benefits the organisation>>.

**A. <<Name of Organisation>> offers the following:**

the following:

**1. Induction and training**

To provide thorough induction on <<Name of Organisation>>, its staff, your role as a volunteer and the induction and training you will receive to meet the responsibilities of this role. Please see the Volunteer Handbook for more details.

<<Name of Organisation>>, its staff, your role to meet the responsibilities of this role. Please see the Volunteer Handbook for more details.

**2. Supervision, flexibility and support**

2.1 To explain the start-up process and provide support you to achieve your role.

for services and to encourage and support you to achieve your role.

2.2 To provide a named supervisor to support you with your volunteering and answer any queries.

with you regularly to discuss your progress and answer any queries.

2.3 To do our best to help you with your volunteering role with us.

volunteering role with us.

**3. Expenses**

3.1 To repay the following expenses:

3.1.1 Travel to and from the <<insert place of volunteering>> and during your volunteering hours.

<<insert place of volunteering>> and during your volunteering hours.

3.1.2 Meal allowance of <<insert amount>>. Expenses must be incurred while you are volunteering and so, to be eligible, you should volunteer at least <<insert amount>> hours per day.

<<insert amount>>. Expenses must be incurred while you are volunteering and so, to be eligible, you should volunteer at least <<insert amount>> hours per day.

3.1.3 Specialist clothing required and provided by you;

required and provided by you;

3.1.4 Actual cost of any fees or other costs incurred in order to be able to carry out your role.

ing fees or other costs incurred in order to be able to carry out your role.

Receipts must be provided for all expenses. For details of acceptable methods of reimbursement, please refer to <<e.g. Volunteer Handbook>> for more details.

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**4. Health and Safety and Data Protection**

To provide a healthy and safe work environment and the support of our health and safety policies in accordance with applicable data protection policies [are available at <<describe location>>] [are available on request from <<describe contact details>>].

adequate training and feedback in relation to all of your personal information in accordance with our privacy policy. A copy of these policies [are kept] [have been given to you by <<describe contact details>>] [are available in the Volunteer Handbook>>].

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**5. Insurance**

To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.

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**6. Equal Opportunities**

To ensure that all volunteers are treated fairly in accordance with our diversity and equality policy, a copy of which is available at <<describe location>>.

in accordance with our equal opportunities and diversity policy [are available in the Volunteer Handbook>>].

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**7. Problems**

7.1 To try to resolve any problems or difficulties you may have while you volunteer.

problems or difficulties you may have while you volunteer.

7.2 In the event of an emergency, we will offer an opportunity to discuss the issues in accordance with the Volunteer Handbook>>.

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**B. <<Insert name of volunteer>>**

agrees to:

a) Help <<insert Name of volunteer>> in the role of the volunteer will be <<insert details of role>>.

its <<give details of role/services to be provided>>.

b) To perform your voluntary work to the best of your ability;

to the best of your ability;

c) To follow <<Insert name of organization>> procedures, standards, and policies including those relating to health and safety, privacy, data protection and equal opportunities of, volunteers, clients and others;

<<Insert name of organization>> procedures, standards, and policies including those relating to health and safety, privacy, data protection and equal opportunities of, volunteers, clients and others;

d) To meet time commitments and to give reasonable notice if this is not possible;

arrangements which have been mutually agreed and arrangements can be made when necessary.

e) To provide referees and to agree to a Disclosure and Barring Service check.

to be contacted, and to agree to a Disclosure and Barring Service check carried out where necessary.

This agreement is an agreement in itself and is not intended to create any time by either party. Neither party is intended to create either now or at any time in the future.

legal one, and may be cancelled at any time by either party. Neither party is intended to create any time by either party. Neither party is intended to create either now or at any time in the future.

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