

Your supervisor is: *(name of supervisor)*.

Part 1: (*Any organisation*) commits to the following:

1. Induction and training

- To provide you with a thorough induction on the work of (*Any organisation*) and its staff, your volunteering role and the induction/ training you need to meet the responsibilities of this role. As a future reference, the Volunteer Handbook provides more information about the organisation.

2. Supervision and support

- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them.
- To provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems you may have.
- To do our best to help you develop your volunteering role with us and to assist you with achieving the goals you wish to achieve whilst volunteering.

3. Expenses

- To reimburse these expenses, following procedures set out in the Volunteer Policy:
 - * travel to and from home to the place of volunteering and during your volunteering
 - * a meal allowance at the cost of a local meal and to a maximum of £XXX with a receipt – to be eligible you must volunteer for at least 3.5 hours per day
 - * with the prior agreement of your named supervisor, the actual cost of crèche, child-minding fees or other dependent costs incurred in order to be available for voluntary work

4. Health and safety

- This is explained in practical detail in the Volunteer Policy and a full copy of (*Any Organisation*) Health and Safety Policy is available in the Volunteer Handbook.

5. Insurance

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

6. Equal opportunities

- To ensure that all volunteers are dealt with in accordance to our Equal Opportunities Policy, a copy of which is set out in the Volunteer Handbook.

7. Problems

- To try to resolve fairly any problems, grievances or difficulties you may have while you volunteer with us. This is explained in 'The problem-solving procedures' section set out in the Volunteer Policy and available in the Volunteer Handbook'.
- In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in the Volunteer Policy.

Part 2: The volunteer

I, *(volunteer's name)*.....agree:

- to help *(Any organisation)* fulfil its services within the community
- to perform my volunteering role to the best of my ability
- to follow all the organisation's procedures and standards, including those relating to health and safety and equal opportunities, customer care, and confidentiality in relation to its staff, volunteers and clients
- to meet time commitments and standards agreed to, and to give reasonable notice of any absences so that other arrangements can be made
- to provide referees, as agreed, who may be contacted, and to agree to a criminal record check being carried out where necessary.
- To ensure full confidentiality, regarding to what I see or hear while during my time at *(Any organisation)*
- To comply with data protection as outlined in the *(Any organisation)* Data protection Policy.

My agreed volunteering will usually take place on:

This agreement is binding in honour only, is not intend to be a legally binding contract between us and may be cancelled at any time by either party. Neither of us intends any employment relationship to be created either now or at any time in the future. This Agreement will be reviewed at the end of a 3-month probationary period or before that if the Volunteer's role changes whereupon it will be updated.

(Any organisation) would like to take this opportunity to thank you for committing your time and experience to the project and hope that it will be a rewarding, enjoyable experience.