



Staff Management (2020)

Volunteer agreement June 2020

This volunteer agreement is a description of the arrangement between Kennford Playbox, (the setting) and you (the volunteer) in relation to your voluntary role.

The intention of this agreement is to clarify the nature of the relationship and assure you that we appreciate your volunteering with us. Kennford Playbox also wishes to set out our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one.

1. The setting

The setting accepts the services of the volunteer for the role of:

[Name of volunteer role]

The setting makes the following commitments:

Induction and supervision

- to provide an introduction to the organisation and your role as a volunteer
- to provide an informative induction programme
- to provide a volunteer induction pack, including full details of the organisation and other documents relevant to the role
- to provide the training and support you need to meet the responsibilities of this volunteering role
- to explain performance standards and encourage and support you to achieve and maintain them
- to provide a named person who will meet with you regularly to discuss your role and progress
- to help you develop within your volunteering role
- to provide an opportunity for you to feed back to us about your experience as a volunteer

Expenses

- to repay out-of-pocket expenses incurred wholly and exclusively in connection with the volunteering role, in line with our policy

Health and safety

- to provide adequate guidance, instructions and training in support of the organisation's health and safety policy

Insurance

- to provide adequate insurance cover for volunteers while undertaking voluntary tasks approved and authorised by the organisation

Equality and diversity

- to ensure that volunteer interaction is in accordance with our equality and diversity policy

Concerns

- to address any problems, complaints and difficulties you may have while you volunteer with [name of setting]

2. The volunteer

I [name of volunteer] agree to be a volunteer with the setting and commit to the following:

1. to perform my volunteering role to the best of my ability in line with the aims and values of the setting
2. to follow the setting's policies, procedures and standards, including safeguarding, health and safety and equality (this is not an exhaustive list)
3. to maintain the confidentiality of information of the organisation and of its service users in line with the requirements of the General Data Protection Regulation
4. to meet time commitments and standards agreed to, and to give reasonable notice so other arrangements can be made when this is not possible
5. to attend training and support sessions where agreed to support me in this volunteering role
6. to provide referees as agreed (who may be contacted), and agree to a DBS check where necessary, including subscribing to the DBS Update Service
7. to notify the setting if I am the subject of an investigation by the Police, statutory or regulatory authority or if I receive a Police caution or a criminal conviction, which calls into question the suitability of my role
8. to disclose if I **am** disqualified from working with children

In order to ensure that you as a volunteer get the most from your volunteering role and that the setting benefits from your involvement as a volunteer, we will review this agreement within a [three/six] month period.

My agreed volunteering time is: [state expected time commitment] _____

Volunteer role: _____

I understand that this is not a legally binding document between the parties and does not seek to create an employment relationship between the setting and the volunteer, either now or in the future. This agreement can be cancelled at any time by either party.

Signature of volunteer: _____

Signature of supervisor: _____

On behalf of: Kennford
Playbox _____