#### VOLUNTEER AGREEMENT

#### Name of Parish

The following volunteer agreement is to support **[Name]** for a [time] period to provide [type of support] support the [team/programme]. The person responsible within the Name of Parish for the placement is [volunteer manager name], [role].

**Part 1: Name of Parish**

In accepting the voluntary placement of the undersigned, Name of Parish agrees to provide:

**1. Induction and training**

* To provide thorough induction on the work of Name of Parish, its staff, your volunteering role and the training necessary to assist you in meeting the responsibilities of your volunteering role.

**2. Supervision, support and flexibility**

* To define appropriate standards of our services, to communicate them to you, and to encourage and support you to achieve and maintain them as part of your voluntary work
* To provide a personal supervisor who will meet with you regularly to discuss your volunteering and any associated problems
* To do our best to help you develop your volunteering role with us and to be flexible in how we use your volunteering.
* Provide IT support to facilitate the safe and secure processing of data

## 3. Expenses

* Reimburse reasonable out of pocket expenses as a result or volunteering with Name of Parish. This does not include travel to or from Name of Parish

**4. Policies and Procedures**

* To provide adequate training and feedback in support of our policies and procedures, including Health and Safety, Safeguarding, Data Protection and Equal Opportunity Policies.

**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 with our equal opportunities policy.

**7. Problems**

* Listen to feedback on your experiences and respond, making changes where it is necessary and appropriate
* To endeavour to resolve in a fair and just manner any problems, grievances or difficulties which may be encountered while you volunteer with us;
* In the event of an unresolved problem, to offer an opportunity to discuss the issues.

### Part 2: The Volunteer

As a Volunteer I agree and commit to the following:

* To perform my volunteering role to the best of my ability, including the following key tasks:
	+ 1
	+ 2
	+ 3
	+ 4
	+ 5
* To adhere to the Name of Parish policies, procedures and standards, including health and safety, safeguarding and equal opportunities policy in relation to its clergy, staff, volunteers and clients,.
* To follow the data protection policy and maintain the confidentiality of all information on Name of Parish, volunteers and clients accessed during the volunteer placement. This includes not taking Name of Parish equipment and information outside the UK, nor accessing information from the Name of Parish IT systems from outside the UK.
* To meet the time commitments and standards undertaken, other than in exceptional circumstances, and provide reasonable notice so that alternative arrangement can be made.

### Part 3: Agreement

This agreement is binding in honour only, and is not intended to be legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Name of Parish operates on the basis of mutual trust of all parties. Should there be a breakdown in communication, working relationships, or if any volunteer brings Name of Parish into disrepute, Name of Parish reserve the right to terminate this agreement with immediate effect.

Signed:

…………………………. …………………………

 [Name] [volunteer manager name]

Volunteer [role]

Name of Parish

Date:

…………………………. …………………………

**Once signed, the volunteer manager must submit the volunteer agreement to the NAME OF RELEVANT PERSON/DEPARTMENT for recording the volunteer in the volunteer register. Access to IT equipment and systems will only be provided once the volunteer agreement has been received.**