[Logo or organisation’s name]

Volunteer Agreement

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| --- | --- | --- | --- | --- |
| **Name of Volunteer** |  |  | **Project (if relevant)** |  |
| **Volunteer Role** |  |  | **Location (if relevant)** |  |
|  |  |  |  |  |
| **Volunteer Supervisor** |  |  | **Supervisor’s Position** |  |
|  |  |  |  |  |
| {Insert organisation's name} agrees to:* Provide a volunteer induction and to provide basic training where this is required for the volunteer role.
* Provide opportunities for further training and workshops to enhance skills and knowledge.
* Provide regular support to the volunteer from a named member of staff.
* Provide an opportunity to meet other volunteers where possible.
* Conduct regular reviews with the volunteer.
* Ensure volunteers are adequately insured while carrying out their duties.
* Reimburse the cost of basic travelling expenses and other out of pocket expenses as detailed in the Volunteer Policy.
* Provide information about organisational practice and procedures relating to the volunteer’s role
* Volunteers will have access to {insert organisation’s name} complaints procedure.
* Provide references for volunteers if this is deemed appropriate and after consultation and discussion with staff and volunteer.
* Adhere to our Equal Opportunities Policy when dealing with volunteers.
 |  | The Volunteer agrees to:* Undertake the volunteer induction and complete any training deemed necessary to the volunteer role.
* Participate in regular individual support sessions with their supervisor either face to face, by email or on the phone.
* Attend volunteer support group meetings, where appropriate.
* Maintain confidentiality at all times.
* Observe and adhere to {insert organisation’s name} policies and codes of practice.
* Keep {insert organisation’s name} informed of any changes to your circumstances.
* Provide accurate records of any out of pocket expenses incurred and retain any receipts.
* Provide notice of intention to cease volunteering with {insert organisation’s name}.
* Adhere to our equal opportunities policy.
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This agreement sets out {insert organisation’s name}’s commitment to the above volunteer and the expectations we have of our volunteers. By drawing up this agreement there is no intention to create a contract between the above volunteer and {insert organisation’s name}.

Signed (Supervisor): Signed (Volunteer):

Date: Date: