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|  **VOLUNTEER AGREEMENT** |

This form should be completed by all voluntary workers in accordance with House of Bishops and diocesan safeguarding guidance policy and procedures.

This Volunteer Agreement describes the arrangement between [*name of Parish*] and you. We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience enjoyable and rewarding.

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| **Part 1: The Organisation & the Role** |
| **Your role as a Volunteer is:** | *[state nature and components of the volunteering role]*  |
| **Your start date is:** | *[date]* |
| **Your supervisor/line manager is:** | *[name, position]* |
| **This volunteering role is designed to:** | *[state how the volunteering role benefits the organisation]*  |

**What you can expect from [*Name of parish]***

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| **Induction and Training** | * To provide a thorough induction on the work of [*name of Parish*], its staff, your volunteering role, and the training you need to meet the responsibilities of this role.
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| **Supervision, Support and Flexibility** | * To explain the standards that 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.
* To do our best to help you develop your volunteering role with us.
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| **Expenses** | * To reimburse expenses subject to authorisation and following of the procedures set out in the Handbook/expenses policy:
* Travel to and from home to [*the place of volunteering*] and during your work: *(See the Handbook/expenses policy for rules on methods of travel and car mileage allowances.)*
* Meal expenses to a maximum of £[xx]. *(Expenses should be incurred through volunteering, and to be eligible, you should volunteer around meal times or for at least [xx] hours a day)*.
* Specialist clothing or equipment where this may be required and provided by you. Please keep all your receipts to give to us when we reimburse your expenses.

*[Amend above as appropriate to your policy]* |
| **Health and Safety** | * To comply with our health and safety obligations.
* To provide adequate training and feedback in support of our health and safety policy.
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| **Insurance**  | * To provide adequate insurance cover for volunteers whilst carrying out their volunteering roles which have been approved and authorised by us.
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| **Equal Opportunities** | * To ensure that all volunteers are dealt with in accordance with our equal opportunities policy.
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| **Problems and complaints** | * To try to resolve fairly any problems, complaints and difficulties you may have while you volunteer with us.
* In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the complaints procedure.

[*https://parishresources.org.uk/the-pcc-as-a-charity/pcc-policies*](https://parishresources.org.uk/the-pcc-as-a-charity/pcc-policies) |

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| **Part 2: The Volunteer** |

**We expect you to:**

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|  | Help [*name of Parish*] fulfil its [*describe role/function/services which the volunteer will be helping with*]. |
|  | Perform your volunteering role to the best of your ability.  |
|  | Follow the organisation’s procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and clients.  |
|  | Maintain the confidential information of the organisation and of its clients. |
|  | Meet the time commitments and standards which have been mutually agreed to and to give reasonable notice so other arrangements can be made when this is not possible. |
|  | Provide referees, as agreed, who may be contacted and to agree to a Disclosure and Barring Service (DBS) check being carried out, where necessary.  |
|  | Undertake necessary training as required. |

**My agreed voluntary commitment is:** [specify dates and times, if agreed]………………………………………………………………………………………………………………

**Acknowledgement:**

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

[To be completed by the worker with children/young people/vulnerable adults:]

*“I have understood the nature of the work I am to do with children/young people/vulnerable adults. I have read the guidelines produced by the Church for safeguarding children, young people, and vulnerable adults. I understand that it is my duty to protect the children, young people, and vulnerable adults with whom I come into contact. I know what action to take if abuse is discovered or disclosed.”*

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| **Signed:**  | **Print Name:** | **Date:** |
| **Volunteer** |  |  |
| **PCC/Parish**  |  |  |