# Volunteer Agreement

# Thank You for Choosing Us!

# Involving volunteers in our work is important to us, so thank you so much for choosing to volunteer with us at CVSCE.

# We appreciate and value your volunteering and will do the best we can to make this experience enjoyable and rewarding.

# Here’s what you can expect from us as a volunteer:

# Induction to the organisation and any training as necessary for your role

# Support and guidance from all staff

# Payment of expenses

# Adequate insurance cover

# Good health and safety practice

# Equal opportunities

# What we might expect from you:

# To be clear about the time you can give

# To carry out the tasks detailed in the role description

# To keep things confidential

# To provide as much warning as possible whenever you cannot attend when expected

# To stick to the policies and procedures (as set out in the Volunteer Handbook)

# Accept guidance and supervision and be open to undertaking appropriate training

# Our Values & Behaviours

# Our Values and Behaviours are an outline of what we expect from each other & what our members should expect from us. We want to ensure that all our interactions are inclusive.

# Community Orientated - we want to inspire community spirit, and enthusiasm for investing in communities, in everything we do. Behaviours we want from our team:

# To care about your communities

# Invest in your communities and make a change

# Have a strong community team ethos

# Creativity – encourage and cultivate our imaginations and foster new ideas - empowering our team to be creative and rewarding them for trying new ways of working. Behaviours we want from our team:

# Think differently

# Have new suggestions and encourage each other

# Embrace change

# Have open discussions about what actions we take

# Take ownership and deliver your ideas

# Nurturing – An environment where our team and our members can all flourish and grow. Behaviours we want from our team:

# To understand different people and perspectives

# Recognise and celebrate the potential in everyone

# Understand and foster different motivations

# Appreciate and respect each person’s uniqueness

# Information Governance

# During the course of my role as a volunteer, I may acquire personal knowledge about a client or organisation. I fully understand that all such information must be treated with absolute confidentiality and that I must not discuss this with any persons other than CVSCE staff.

# I have read the policies: Data Protection/GDPR, Health & Safety, Equaity & Diversity, Adult Safeguarding, Smoking and Substance Abuse and Social Media. I understand there will be a one-month trial period for both parties to decide if the volunteer role is suitable.

# This agreement is in honor only and is not intended to be a legally binding contract

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# Volunteer Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Named Supervisor Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Welcome to the Team!

# POLICY DATED (*insert date when approved by trustees/board): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

# SIGNED (Chair of the meeting): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# REVIEW DATE: *2 years after date of policy*