Volunteer Agreement - Sample

Involving volunteers in our work is important to us.

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

What you can expect from us whilst you are volunteering:

* Induction to the organisation and any training as necessary for your role
* Support and guidance from all staff
* Reimbursement of expenses, as detailed in your Role Description
* Adequate insurance cover
* Good health and safety practice
* Equal opportunities

What we anticipate you will offer us:

* To be clear about the time you anticipate you can give
* To carry out the tasks detailed in the role description
* To keep the confidentiality of information you come into contact with
* To provide as much warning as possible whenever you cannot attend when expected
* To adhere to the policies and procedures (as set out in the Volunteer Handbook)
* Accept guidance and supervision and be open to undertaking appropriate training

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 *Insert organisation name* staff.

I have read the policies: Data Protection/GDPR, Health & Safety, Equality & 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 honour only and is not intended to be a legally binding contract*

Volunteer Signed:

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

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

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