Name of PCC (and logo if applicable)

# Volunteer Agreement (Ongoing Role)

This volunteer agreement describes the arrangement between (name of organisation)

And: *(name)*

Your volunteer role is

Based with *(team)*

Primary Location: Diocesan Office / Home / Other *(please specify)*

And starts on:

Your supervisor is: *(name)*

Part A:
The (name of organisation) is committed to the following

**Induction and training** - To provide you with induction on the work of the (name of organisation), its staff, your volunteering role and appropriate training to meet the responsibilities of your role.

## Supervision, support and flexibility

* To explain the standards 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.

Health and Safety - To provide appropriate training and feedback in support of our health and safety policies. Copies of the (name of organisation) Health and Safety Policy are available (state where).

Insurance - To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.

**Equality and Diversity** - To ensure that all volunteers are dealt with in accordance with our Equality and Diversity policy - copies are available (state where)

## Problems - To try to resolve fairly any problems, grievances or 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 procedures set out.

PART B:
The Volunteer

I, agree:

* To help the (name of organisation) fulfil its services.
* To perform my volunteering role to the best of my ability and receive such agreed training as helps me to do so.
* To follow the organisation’s policies, procedures and standards, including those relating to health and safety, and equality and diversity, in relation to its staff, volunteers and the public.
* To meet time commitments and standards agreed to and to give reasonable notice so that other arrangements can be made.
* To provide referees, as agreed, who may be contacted.
* To agree to a Disclosure and Barring Service check as required.
* To advise my insurance company if I need to use my car as part of my volunteering.

My agreed voluntary commitment is: {specify dates and times if agreed}

**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 intends any employment relationship to be created either now or at any time in the future.**

**Volunteer signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

Please print name:

**Organisation signature**: **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

*(Signed by on behalf of the* (name of organisation)*)*

Please print name: