Rudheath & Witton Together  
Volunteer Agreement

#### Volunteer Agreement

Involving volunteers in our work is important to us and volunteers are essential to help us deliver a project which supports the RWT community.

This Volunteer Agreement is a description of the arrangement between us, Rudheath and Witton Together *(*RWT), and yourself, (the volunteer) in relation to your voluntary role. The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one.

**What you can expect from RWT whilst you are volunteering:**

* Induction to the organisation and any training as necessary for your role.
* A named supervisor and support and guidance from all staff and Partnership members.
* Reimbursement of out of pocket expenses, as detailed in your Role Description and the RWT Expenses Policy and procedure.
* Appropriate insurance cover
* Good health and safety practice
* Equal opportunities
* Endeavour to resolve in a fair and just manner any problems, grievances or difficulties which may be encountered while you volunteer with us in line with our policy and procedures.

What we anticipate as an RWT volunteer 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
* Help RWT fulfil its objectives and Big Local Plan
* 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
* To provide referees, as agreed, who may be contacted, and to agree to a DBS check being carried out where necessary.

**My agreed voluntary time commitment is ………………………………hours on a (day of week)………..**

**Confidentiality**

During the course of my role as a volunteer, I may acquire personal knowledge about a participant or RWT or another 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 *RWT* staff if necessary.

**I have read and understood the following policies in relation to my role:**

|  |  |
| --- | --- |
| Data Protection/GDPR |  |
| Health and Safety Statement |  |
| Equality and Diversity |  |
| Safeguarding |  |
| Problem Solving |  |
| Social and Digital Media |  |
| Volunteer Policy |  |
| Expenses Policy |  |

**Trial Period**

I understand there will be a one-month trial period for both parties to decide if the volunteer role is suitable.

***This agreement is binding in honour only, is not intended to be 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.***

**Agreed to:**

|  |  |
| --- | --- |
|  |  |

**Volunteer signature On behalf of RWT**

**Date:**

**Volunteer role:**