

Volunteer Agreement – Registered Volunteers

Name of Volunteer:

Address:

Date of Agreement:

This agreement sets out the terms and conditions of your role as a volunteer with Churches in Croxley Green CIO.

As a volunteer with Churches in Croxley Green CIO you will be providing a valued service to the CIO and your community. Although you will not be paid for the work you undertake, the CIO will support you in your volunteering activity and in your personal development plans.

Reference and Statutory Checks

As the role involves working with children or vulnerable adults we will take up personal references and DBS checks.

Your Role

You will be given a job description that sets out the nature of your role and describes the skills and attributes you need to carry it out

OR

We will agree a volunteer brief identifying the skills and talents you are able to offer and the terms on which you are available.

Support and Supervision

You will have a named supervisor who will agree your role with you and identify the resources and support required, including training and development. You will be expected to operate within the policy framework of Churches in Croxley Green CIO.

Hours of Work

Your supervisor will agree with you the times you are available for volunteering and the activities you are able to carry out. We will expect you to give us adequate notice if you are unable to undertake agreed work. This will enable us to make alternative arrangements or

forewarn those we are serving of your absence. We will monitor your work to ensure you are not called on to do more hours than you have offered.

Health and Safety

We will undertake risk assessments in relation to your role and will ensure you have access to essential health and safety equipment. You are required to act responsibly with regard to the health and safety of those you serve, your colleagues and yourself.

Equipment

If Churches in Croxley Green CIO provides you with any equipment to carry out your work, this equipment will remain the property of Churches in Croxley Green CIO and must be returned on request. We expect you to keep such equipment secure and in good repair. Churches in Croxley Green CIO equipment must not be loaned to other people or used for purposes other than CIO work, without prior agreement with your supervisor.

If you are required to use equipment supplied by those you serve or others, you must use it in accordance with the manufacturer's instructions. If it appears un-safe you must not use it. You must not attempt to repair it. You should not use any equipment with which you are unfamiliar, without appropriate training and supervision.

Equal Opportunities

Churches in Croxley Green CIO does not tolerate unlawful or unfair discrimination on any ground including, sex, marital status, responsibility for dependants, disability (both mental and physical), race, colour, ethnicity, nationality, religion, politics, social background, part-time employment or age.

Expenses

You must agree with your supervisor, **in advance**, any expenses you require to undertake volunteering activities. A claim form, together with receipts for expenditure, must be completed in respect of expenses.

Confidentiality / Data Protection

You may have access to confidential information about Churches in Croxley Green CIO and those it serves. You must not use or disclose this information to any other person or organisation without authority to do so and in line with General Data Protection Regulations.

Conduct and Complaints

Your conduct will affect the quality of our service and the reputation of the churches in Croxley Green and Parish Nursing more generally. We are sure that you will not bring disrepute to the organisations. If any complaint is made against you we will investigate it prior to taking any action and will ensure you have adequate opportunity to explain your position. If unacceptable conduct is found to have occurred, we will review this with you and agree what action is needed to redress the complaint and support your development. If you have any grievance relating to your work with the organisation you should take this up with your supervisor. If you are not satisfied with the outcome, you should write to one of the Trustees.

Gifts

You must not accept money, gifts or other considerations that could be construed as a reward or inducement for doing or refraining from doing anything in your role with Churches in Croxley Green CIO.

Emergencies and other Incidents

In the event of an emergency you should, where appropriate, contact emergency services. Any such incident must also be reported to your supervisor. Other untoward incidents must also be reported to your supervisor.

Acceptance of terms of agreement

I have received and read the terms of this agreement and my job description / volunteering brief. I agree in undertaking this role to abide by the terms of this agreement

Signed.....

Date.....

Name.....

Signed of behalf of Churches in Croxley Green CIO Churches in Croxley Green CIO

Signature.....

Date.....

Methods of distribution.
Copies should be made available to all those working in any capacity on behalf of the charity

Review dates: April 2019, February 2022