



Volunteer Agreement

Policy owner Jill Shuker

Formally endorsed by Board of Trustees

Last update Nov 2024

Next review Nov 2025

Introduction

This Volunteer Agreement is a description of the arrangement between us, Sussex Green Living (SGL), and the volunteer (named at the end of the agreement) in relation to your voluntary work. 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. The Horsham Repair Café is an integral part of SGL.

Part 1 SGL

We, SGL, accept the voluntary service of the volunteer beginning the date that this agreement is signed. We commit to the following:

1. Induction and training

To provide an induction on the work of SGL, its staff and volunteers, your volunteering role and any training necessary to assist you in meeting the responsibilities of your volunteering role.

2. Supervision, support and flexibility

To define appropriate standards of our services, to communicate them to you, and to encourage and support you to achieve and maintain them as part of your voluntary work.

To provide a supervisor who will meet with you to discuss your volunteering and any associated issues that may arise. To do our best to help you develop your volunteering role with us and to be flexible in how we use your volunteering.

3. Expenses

To reimburse agreed expenses incurred by you in doing your voluntary work on production of evidence of the expenditure.

4. Health and safety

SGL accepts that it has a duty of care to avoid exposing its volunteers, visitors and customers to any risks which may affect their health, safety and well-being.

All volunteers are expected to take responsibility for their own health and safety whilst on the premises and follow the correct safety procedures when fulfilling their SGL roles.

Please let us know if you have any serious health issues.

5. Insurance

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

6. Equal opportunities

SGL is committed to equal opportunities. Those from different backgrounds, age groups, cultures, genders and outlooks are encouraged to volunteer to increase diversity and offer a fresh approach. Volunteers with a disability are also welcome.

7. Problems

To endeavour to resolve in a fair and just manner any problems, grievances or difficulties which may be encountered while you volunteer with us.

Part 2 The volunteer

I, the volunteer, agree to be a volunteer with SGL and commit to the following:

1. To help SGL fulfil its aims and objectives.
2. To perform my volunteering role to the best of my ability
3. To adhere to the organisation's rules, procedures and standards, including health and safety procedures and its equal opportunities policy in relation to its staff, volunteers and customers.
4. To maintain the confidential information of the organisation and of its clients.
5. To meet the time commitments and standards undertaken, other than in exceptional circumstances, and provide reasonable notice so that alternative arrangements can be made.
6. I confirm that I am not barred from regulated activity relating to children or vulnerable adults under the provisions of the Safeguarding Vulnerable Groups Act 2006 and am not included in the Protection of Children Act list or the Protection of Vulnerable Adults (POVA) list or the relevant lists maintained under the law of Scotland or Northern Ireland relating to the 2006 Act.
7. I confirm that I have read and understand the Sussex Green Living's safeguarding policy found here <https://www.sussexgreenliving.org.uk/policies/>.
8. To agree to a DBS check being carried out where necessary.

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

Volunteer

I (name) agree to the above voluntary agreement. I give consent for Sussex Green Living to hold and process my personal data for the purposes of providing information and administering rotas for SGL volunteering activities. I agree to SGL contacting me by email and by phone (mobile/landline). I agree to SGL sharing my personal email address amongst the volunteer team.

Signed Date:

Contact Telephone No:.....

Next of kin emergency contact details - Name: (please print)

Contact Telephone No:

Please give brief details if you have any serious health issues

.....

Sussex Green Living

Signed: CCort Carrie Cort, on behalf of SGL Date:

Sussex Green Living, The White House, Coneyhurst, Nr Billingshurst, West Sussex, RH14 9DH
www.sussexgreenliving.org.uk Registered charity 1189569