

[NGB NAME]

VOLUNTEER AGREEMENT EXAMPLE

This Volunteer Agreement describes the arrangement between **[NGB Name]** and **[Name of Volunteer]**. We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

This agreement tells you what you can expect from us and what we hope from you.

1. Agreement

Your role as a volunteer starts on **[date]**. The nature of your duties can be found in the attached role description and is designed to ***[state how the work benefits the organisation]***.

As agreed, you will volunteer on the following days / times: **[insert details]**

You will report to and be supervised by **[insert title]**.

2. The Organisation

[NGB Name] commits to the following:

Induction and training

To provide thorough induction on the work of **[NGB Name]**, its staff, your volunteering role and the induction and/or training you need to meet the responsibilities of this 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

Expenses

[NGB Name] shall reimburse you for all reasonable travel, accommodation and other out of pocket expenses which you may from time to time properly incur in the performance of your volunteer duties, in accordance with the **[NGB Name]**'s Expenses Policy. A copy of the policy is available from **[insert name]**. You should obtain prior written approval for any such expenses and provide receipts or other evidence of actual payment of expenses as **[NGB Name]** may require. **[NGB Name]** reserves the right to amend, vary or alter the policy on expenses at any time.

Health and safety

[NGB Name] commits to maintaining a healthy and safe working and volunteering environment and to provide adequate training and feedback in support of our health and safety policy.

Covid-19

We are currently operating within the strict Welsh Government guidelines on Covid-19. This is to ensure that we comply with the relevant Covid-19 laws and to keep all our staff, volunteers, and participants safe. We ask that you adhere to the specific guidance given to you by your supervisor.

Should you suspect that you have Covid-19 or you have been in contact with anybody that has tested positive for the virus, or you have been contacted by a tracing service and told to isolate, you **MUST NOT ATTEND** any activity or events, but instead please let us know.

You may be entitled to free Lateral Flow rapid Covid-19 tests from your local authority. If you do test yourself, it would be very helpful if you could share your test results with us. It is recommended to test yourself twice a week. We will keep a record of your test result on file. There is no obligation to undertake testing and you may not be eligible for the free tests.

Insurance

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

Equal opportunities

To ensure that all volunteers are dealt with in accordance with our equal opportunities policy.

Confidentiality

[NGB Name] may, for the purposes of your voluntary position, hold, use or otherwise process personal data and special category personal data, as these terms are defined in the UK General Data Protection Regulation (GDPR), relating to you. [NGB Name] commits to providing a confidential working and volunteering environment and only using information relating to you in a lawful manner, in accordance with the GDPR. Please see the privacy notice at the end of this agreement for more information.

Problems

We will try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with us. In the event of an unresolved problem, we will follow the procedures in our Grievance Policy and procedures.*

3. The Volunteer

I agree:

- to perform my volunteering role to the best of my ability to help [NGB Name] fulfil its services;
- to follow the organisation's procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and others;
- to maintain the confidential information of the organisation and others;
- to meet the mutually agreed time commitments and standards agreed to except in exceptional circumstances and to give reasonable notice of non-attendance so other arrangements can be made;
- to attend induction and training as necessary;
- to provide referees as agreed who may be contacted, and to agree to a DBS (formally CRB) disclosure being carried out where necessary;
- to notify my supervisor of any absence and to give reasonable notice of my intention to leave

This is an honourable agreement, rather than a legal one and may be cancelled at any time by either party. This agreement is not regarded by either party as an employment relationship.

On behalf of [NGB Name]:

Signed.....

Name.....

Date.....

Volunteer:

Signed.....

Name.....

Date.....

*templates examples may be found on the WSA website

Privacy and Processing of Personal Data

Responsible Person – Data Controller

The person responsible for all matters concerning the privacy and processing of any personal data, also known as the data controller, can be contacted as follows:

The Data Controller

[NGB Name]

[NGB Address]

They can be contacted on [email address]

or you can write to the above address.

Your Rights

Under the General Data Protection Regulation, you have certain rights regarding your data. You have the right to ask us for a copy of any data we hold about you. You have a right to have any data that is incorrect, corrected. You have the right to object to the use of your data. You have the right to have your data provided to you to take elsewhere in a suitable format. You have the right to have your data deleted in certain circumstances. If you wish to exercise any of these rights, then please contact our data controller. You also have the right to lodge a complaint about the use of your data with the Information commissioner. Details for the information commissioner and making a complaint can be found on their website at www.ico.org.uk

Use of your data: [You may need to amend this section]

We have collected the personal information that you have provided when you applied to be a volunteer with us. We will only use this information in connection with your volunteering. We will also conduct a DBS check and will hold the result of this on file while you are a volunteer.

We use your personal data so that we can communicate with your, keep a record of training and activities and to reimburse you for any expenses. We do not share this information with any other organisation.

We keep your personal information securely and have taken appropriate measures to ensure it is not accessed by anyone without authority.

We may also hold some information about your health and medical matters where this is appropriate. This is to ensure that we comply with the relevant laws regarding health and safety and public health.

We process this data on the basis of your volunteering agreement with us

Please retain this page for your information.