

## Volunteer Agreement

This Agreement is a description of the agreement between **(insert name)** and you the volunteer in relation to your voluntary work. The intention of this agreement is to assure you of our appreciation of your volunteering with us and to indicate our commitment to do the best we can to make your volunteering experience with us a positive and rewarding one.

### **Section 1 (insert name)**

**We accept:** the voluntary service of \_\_\_\_\_ beginning \_\_\_\_\_

- Your role of a volunteer is to work alongside the staff, helping children in the activities they choose to undertake. This work is designed to increase the adult: child ratios in a session, thus giving each child the benefit of more individual attention.

#### **Please note:**

- Volunteers under the age of 17 will not be counted in ratios and will be supervised at all times.
- Volunteers aged 17 and over who are undertaking a long term placement, may be included in ratios only when we are satisfied that they are competent enough to be unsupervised.
- All Volunteers will be CRB checked through the setting and have an ISA registration when required by the Vetting and Barring scheme.
- The needs of the children are paramount and Volunteers will not be included into ratio numbers if that hinders the essential work of the provision.

#### **We commit to the following:**

##### **Induction and Training**

- To provide thorough induction on the work of **(insert name)**, its staff, your volunteering role and the training necessary to assist you in meeting the responsibilities of your volunteering role. The Volunteers' Handbook provides full details of the organisation.

##### **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 personal supervisor who will meet with you regularly to discuss your voluntarily work and any associated problems.
- To do our best to help you develop your volunteering role with us and to be flexible in how we use your volunteering.
- Provide professional development opportunities (as agreed).

##### **Expenses**

- To reimburse expenses incurred by you in doing your voluntary work in accordance with the procedures set out in the Staff Handbook.

##### **Health and Safety**

- To provide adequate training and feedback in support of our Health and Safety Policy.

##### **Insurance**

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

##### **Equal Opportunities**

- To ensure that all volunteers are dealt with in accordance with our Equal Opportunities Policy.

### 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.
- In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in the Volunteer Agreement and Volunteer Policy & Procedure.

### Section 2

\_\_\_\_\_ The Volunteer  
I agree to be a volunteer with **(insert name)**

#### I commit to the following:

1. To help the childcare provider fulfil its commitment to the care of children during its sessions.
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 both to its staff, volunteers, parents and children.
4. To maintain the confidential information of the organisation and of its users.
5. To meet time commitments and standards undertaken other than in exceptional circumstances and to provide reasonable notice so that alternative arrangements can be made.
6. To provide referees, as agreed who may be contacted and to agree to a CRB/ ISA Registration (when required by the Vetting & Barring scheme) to be carried out.

My agreed voluntary time commitment is: \_\_\_\_\_

This agreement is binding; 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.

**Date:** \_\_\_\_\_ **Volunteer role:** \_\_\_\_\_

**Agreed to** \_\_\_\_\_  
(Volunteer signature) (Provision signature)