



## **TODMORDEN LEARNING CENTRE AND COMMUNITY HUB LTD (TLCCH)**

### **POLICIES AND PROCEDURES**

#### **VOLUNTEERING AGREEMENT**

We appreciate your volunteering with us, and this agreement indicates our commitment to do the best we can to make your volunteering experience a positive and rewarding one. We aim to be flexible so please tell us if there is anything you would like to change or discuss.

You should also be made aware of your Volunteer Role description and the Volunteering Policy/Volunteer Handbook.

This is a voluntary agreement and does not constitute a contract of employment. It can be cancelled at any time by either party

As an organisation we undertake to:

- Introduce you to your role, to the organisation and to other staff and volunteers with whom you will come into contact
- Provide regular opportunities for you to meet with your supervisor.

Your supervisor is \_\_\_\_\_

- Reimburse out of pocket expenses, subject to prior approval of expenditure.
- Consult with you about changes that affect your volunteering
- Provide a safe environment and insurance cover for you whilst you are volunteering
- Treat you with respect, in accordance with our Equal Opportunities Policy
- Respond to your concerns or complaints as quickly as we can

As a volunteer I undertake to:

- Undertake tasks within agreed guidelines, to the best of my ability
- Give as much notice as possible if I am not able to volunteer as expected
- Uphold the organisation's values and policies, including Health and Safety, Safeguarding, Confidentiality and Equal Opportunities
- Report anything that causes concern for my safety/wellbeing or that of others
- Do my best not to behave in any way that would bring the organisation into disrepute
- Make the most of opportunities for training and development

Welcome on board!

Signed \_\_\_\_\_ (volunteer)

Signed \_\_\_\_\_ (for the organisation)

Date \_\_\_\_\_