

# Volunteer Agreement



<b>Adopted by:</b>	Watton Town Council
<b>Date:</b>	February 2020
<b>Review date:</b>	August 2022

**Volunteer Details** Name:.....

Address:.....

.....

Email:.....

Phone:.....

Please add me to your mailing list for other volunteering opportunities with Watton Town Council

I would like to volunteer as.....

I have read and understood the terms of this Volunteer Agreement, the volunteer Role and Risk Assessment.

**This Volunteer Agreement is not a legally binding contract of employment between the Town Council and the volunteer. It may be withdrawn from at any time at the discretion of either party, although whilst the parties are working together, the principles are expected to apply. Neither party commits to any employment relationship being created either now or at any time in the future.**

**Watton Town Council**, commits:

## **Induction and training**

- To provide you with an induction to your volunteering role.
- To provide any training you need to meet the responsibilities of this role.

## **Supervision, support and flexibility**

- To explain the standards we expect for our services and encourage and support you to maintain them.
- To provide a named person to be your main contact at the Town Council in relation to your volunteering role, who will deal with any questions or problems.

## **Expenses**

- To reimburse agreed out of pocket expenses incurred during the course of volunteering duties.

## **Health & Safety**

- To provide adequate training and feedback in support of our health and safety policies.
- To ensuring the safe working of volunteers and to providing appropriate personal

protective equipment to volunteers when required.

### **Insurance**

- To provide appropriate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by the Council.

### **Equality and Diversity**

- To ensure that all volunteers are dealt with in accordance with our equality and diversity policies.

### **Problems**

- To try to resolve fairly and quickly any problems, grievances or difficulties you may have while you volunteer with us.

### **The Volunteer**

I agree that I will:

- Perform my volunteering role to the best of my ability.
- Follow Watton Town Council's procedures and standards, including those relating to health and safety and equality and diversity, in relation to its staff, volunteers and clients.
- Meet time commitments and standards agreed to, and, where necessary, give reasonable notice so that other arrangements can be made.
- If required to, provide referees who may be contacted.
- Agree, should the volunteering role require it, to an enhanced check for regulated activity through the Disclosure and Barring Service (DBS).
- Represent the Town Council in a positive manner. Act with integrity and honesty when performing my volunteer role. The public is entitled to expect the highest standards of conduct from those that volunteer with Watton Town Council.
- Remember to be responsible to the community I serve and ensure courteous, efficient and impartial services to all service users, groups and individuals within that community. These responsibilities apply equally to conduct with employees, contractors, other volunteers, and those on student/work experience placements with the Council.
- Recognise that confidentiality and data protection is an obligation for those that volunteer with Watton Town Council.

### *General Data Protection Regulations Privacy Notice Consent to Hold Contact Information*

I agree that

- I have read and understand Watton Town Council's Privacy Notice enclosed.
- by signing below that Watton Town Council may process my personal information for providing information and corresponding with me.
- Watton Town Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to

- request modification on the information that you keep on record.
- withdraw my consent and request that my details are removed from your database.

Signed:.....

Date: .....