



## Name of Organisation Volunteer Agreement

**Volunteer's Name:** xxxx

**Volunteer contact within Organisation:** xxxx

This agreement is between the volunteer named above and **Organisation**. This is a voluntary agreement and does not constitute a contract of employment.

This agreement is supplementary to **insert relevant volunteer documentation eg volunteer policy, handbook, guidance notes etc.**

### Role

- Enter a brief description of the role which the volunteer will undertake

### Organisation's responsibilities:

- To provide support to our volunteers and identify their main contact within **Organisation's name**.
- To provide appropriate personal protective equipment, if necessary, for our volunteers to undertake their role.
- To provide guidelines to volunteers as to how to carry out their volunteering role safely and update these as Government/NHS advice changes.
- To provide appropriate insurance for our volunteers.
- To provide any training required for the volunteer role.
- To reimburse any appropriate out of pocket expenses incurred during volunteering in line with **organisation's** policies.
- To address any problems that may arise during volunteering.

### Volunteer's responsibilities:

- To undertake volunteering to the best of my ability.
- To undertake volunteering as per the role description for the post.
- To undertake volunteering at agreed times and place(s).
- To follow volunteering guidelines as directed by **organisation**.
- To wear/use any protective personal equipment as provided by **organisation** (if required for the volunteering role).
- To maintain confidentiality of the organisation, its **clients, customers or service users**.
- To follow the policies and procedures of **organisation**.

- To carry any identification issued by **organisation** with me whilst carrying out volunteering.
- If the role requires PVG membership to notify **organisation** if I no longer meet the requirements of the PVG scheme.

Signed \_\_\_\_\_ (Volunteer) Date: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
(on behalf of **organisation**)

*This is an example of a volunteer agreement. Organisations should tailor their agreements to suit their volunteers, volunteer roles and organisational policies and procedures.*

Example