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## Volunteer Agreement

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

### Part 1 Artsmill

We, *Artsmill*, accept the voluntary service of (*name of volunteer*) beginning (*date*).

Your role as a volunteer is (*state nature and components of the work*). This work is designed to (*state purpose of work in relation to its benefit to the organisation*).

We commit to the following:

#### 1. Induction and training

- To provide thorough induction on the work of *Artsmill*, its staff, your volunteering role and volunteering roles. The Volunteers Brochure provides full details of the organisation.

#### 2. 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 volunteering 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.

#### 3. Expenses

- To reimburse the following expenses incurred by you in doing your voluntary work where receipts are given.

- Reasonable refreshments provided in the Artsmill café during volunteering session.

#### **4. Health and safety**

- To provide adequate training and feedback in support of our health and safety policy, a copy of which is on [www.artsmill.org](http://www.artsmill.org) and in the Chairman's office.
- Volunteers will not be allowed to do voluntary work whilst under the influence of drink or drugs and can be dismissed immediately.

#### **5. Insurance**

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

#### **6. Equal opportunities**

- To ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy of which is on [www.artsmill.org](http://www.artsmill.org) and in the Chairman's office.

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#### **7. 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 Volunteers Handbook.

#### **8. Safeguarding**

- To abide by *Artsmill's* Safeguarding Policies for both Adults and Children

## Part 2 The volunteer

I, .....(*full name in capitals*), agree to be a volunteer with *Artsmill* and commit to the following:

1. To help *Artsmill* fulfil its (*write in your service here*).
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 to its staff, volunteers and clients.
4. To maintain the confidential information of the organisation and of its clients.
5. To meet the time commitments and standards undertaken, other than in exceptional circumstances, and provide reasonable notice so that alternative arrangement can be made.
6. To provide referees, as agreed, who may be contacted, and to agree to a police check being carried out where necessary.

My agreed voluntary time commitment is .....

**This agreement is binding in honour only, is not intended to be 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.**

Agreed to:                      .....                      .....  
   Volunteer signature                      On behalf of (*Artsmill*)

Date:

Volunteer role: