



Sherburn Visiting Scheme

Volunteer Agreement

We appreciate you coming to volunteer with Sherburn Visiting Scheme (SVS), and want to ensure that your experience with us is a rewarding and positive one. This agreement sets out our commitment to you and what we ask from you in return. It is not intended to be legally binding, and may be stopped at any time by either party. As a volunteer your time and commitment are greatly appreciated, but you will not be paid for the work that you do and content that you create on our behalf (for example, intellectual and creative items such as artwork and media posts), will become SVS property. You always have the right to decline any task we ask you to undertake. You will also be provided with a volunteer role description and handbook to help you but if you have any questions, please do raise them with your Volunteer Supervisor.

SVS is committed to:

- giving you a positive experience
- providing you with an induction when you start your role to introduce you to how the organisation works, and your role in it
- providing a named person who will be your point of contact whilst volunteering
- providing support throughout your volunteer experience through regular meetings with your supervisor and informal feedback
- explaining the standards, we expect; and encouraging and supporting you to achieve and maintain them
- being flexible in relation to your volunteering hours, recognising your need for holiday time, and other commitments
- honouring the time commitment, you have agreed to give us, and not to expect more from you unless offered and agreed
- providing training required to undertake the role
- reimbursing agreed out-of-pocket expenses following procedures set out in our Expenses Policy
- providing adequate training and information to ensure you know what to do to stay safe, in accordance with our Health and Safety Policy
- providing adequate insurance cover for you whilst undertaking volunteering approved, and authorised, by us
- ensuring that you are treated fairly and in accordance with our Equality and Diversity Policy
- trying to resolve fairly any issues or difficulties you may have whilst you volunteer with us before they become problems. In the event of an unresolved problem, to offer an opportunity to discuss the issue in accordance with the relevant policies
- following up on any feedback or questions you may have regarding your involvement as a volunteer.

By volunteering for SVS, you are agreeing to:

- performing your volunteering role to the best of your ability
- meeting time commitments as agreed, but giving as much warning as possible if you cannot do so
- if applicable, ensure that you inform your car insurance company if you take members out in your own car as part of your volunteering
- return any equipment including key fobs, laptops and I-pads when you end your volunteering.

This agreement is not intended to be a legally binding contract between us and may be revoked at any time by either party.

We would like to take this opportunity to thank you for committing your time to the role and hope that it will be a rewarding and enjoyable experience.

Welcome to SVS.

Signed (Volunteer)

Signed (For and on behalf of SVS)

Date

Document History

Date	Issue Number	Updated By	Reason for New Version
03/03/23	0.1	Andy Wharton	First Draft.
05/04/23	1.0	Andy Wharton	Adopted by SVS. April '23 Minutes refer.
07/08/24	1.1	Andy Wharton	Annual review completed. August '24 minutes refer.

Approved For Release

SVS policies are reviewed in line with the Policy Document Log and their effectiveness is measured during day to day monitoring of SVS operations. Any changes are made and communicated as necessary.