



THE FAVERSHAM SOCIETY

FOUNDED 1962

FLEUR DE LIS HERITAGE CENTRE

ESTABLISHED 1977

Volunteer Agreement

Volunteer: _____

This Volunteer Agreement describes the arrangement between Faversham Society and you. We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your experience enjoyable and rewarding.

This agreement is required to ensure that you are insured and that we comply with GDPR

Part 1: The Society

Your role as a volunteer is working for the Society starts on _____

Your manager is _____

You can expect the Society to provide / commit to the following:

1. Induction and training

To provide a thorough induction on your volunteering role and the place you will be volunteering and the training you need to meet the responsibilities of this role., training will be provided as required.

2. Supervision, support and flexibility

To explain the standards, we expect for our services and to encourage and support you to achieve and maintain them;

To provide a named person, your manager,, who will meet with you regularly to discuss your volunteering and any problems;

To do our best to help you develop your volunteering role with us.

3. Personal safety

To provide adequate training and feedback in support of our personal safety policy, a copy of which is enclosed.

4. Insurance

To provide adequate insurance cover for volunteers whilst carrying out their volunteering roles which have been approved and authorised by us.

5. Equality and Diversity

To ensure that all volunteers are dealt with in accordance with our equality diversities policy, a copy of which is enclosed.

6. Problems

To try to resolve fairly any problems, complaints and difficulties you may have while you volunteer with us.

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Part 2: The volunteer

We expect you:

To help the Society. . Identifying through prior selection and agreement the shifts or events you wish to volunteer for, understanding the nature of that shift/event, the potential audience, likely hours and taking into account anything that may affect your ability to fulfil the shift;

To perform your volunteering role to the best of your ability;

To be respectful and considerate of others, volunteers, residents and visitors, at all times.

To follow the procedures and standards, including health and safety and equal opportunities, in relation to staff, volunteers and members of the public.

To maintain the confidential information and integrity of the society and of its clients;

To meet the time commitments and standards which have been mutually agreed to and to give reasonable notice so other arrangements can be made when this is not possible;

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.

I can confirm the above information has been discussed with me and that I fully understand the content of the information and that this is not a contract of employment.

As a registered volunteer, you are covered by our Employer's Liability Insurance which covers you while you are working in your role for and on behalf of the Society.

The Society keeps a central list of all our volunteers, you do not have to be a member to volunteer for us.

There are the ways in which I would like to be contacted about my volunteering for the Society

Email: _____

Telephone number(s) _____

Volunteer signature..... Date

Manager signature..... Date