



## **Volunteer Agreement and Induction Form**

This Agreement is an important part of our safer recruitment procedure, so please consider what is being asked of you carefully before you indicate your agreement.

We are very grateful to you for volunteering in this way and will do the best we can to make your experience enjoyable and rewarding. This agreement is not intended to be a legally-binding contract, but tells you what you can expect from us and what we hope from you.

Full name: .....

Role you will serve in: .....

Reporting to: .....

Start date: .....

### **What you can expect from us**

We will do our best to:

- Provide you with a clear role description and information relating to our policies and procedures.
- Provide you with a suitable induction, relevant and up-to-date information, and offer relevant training (safeguarding, health and safety etc).
- Explain the standards we expect and encourage and support you to achieve and maintain them.
- Provide a named person who will meet with you regularly to discuss your volunteering and who will be available in the event of any particular problems or crises.
- Reimburse out of pocket expenses reasonably incurred by you during your agreed volunteering activities.
- Provide a safe working environment.
- Try to resolve fairly any problems, complaints and difficulties you may have while you volunteer with us.
- Treat you in line with our Equal Opportunities Policy
- Provide adequate insurance cover for you whilst you carry out your volunteering role which has been approved and authorised by us.

- Collect and process certain types of data about you for the purpose of administering your volunteer role, in line with the General Data Protection Regulation and the Data Protection Act 2018.
- Pray for you as you serve in this way.
- Provide recognition and thanks for what you do.

### **What we are hoping for from you:**

If appointed, do you commit to:

- Keep loving the Lord Jesus and his church and to walk closely with him?
- Performing your volunteering role to the best of your ability?
- Acting responsibly and within the law?
- Working within the boundaries of your volunteering role, making every effort to attend regularly and on time, as required/and/or agreed with your group leader, and attending any extra meetings as required?
- Meeting any other requirements as set out in the specific Role Description?
- Recognising that you will be serving in a position of trust and that it is your duty to protect children, young people, and vulnerable adults with whom you may come into contact?
- Undertaking safeguarding and other training, as required by the Diocese and as notified by your Church Safeguarding Officer/group leader/church leader?
- Reading and abiding by the Church of England's 'Code of Safer Working Practice' and other guidance documents?
- Raising any potential safeguarding concerns promptly and appropriately with your Church Safeguarding Officer and/or church leader?
- Not divulging confidential information to unauthorised persons under any circumstances and maintaining confidential information of the organisation and its clients during the volunteer placement and after it has ended?
- Making yourself aware of relevant policies in relation to compliance with the General Data Protection Regulation and the Data Protection Act 2018 and undertaking to act in accordance with these at all times, including exercising reasonable care to keep safe all documentary or other material containing confidential information?
- Informing your group leader/the person you report to immediately upon discovery of a data breach?
- Informing your group leader/the person you report to should you wish to change the nature of your volunteering or become unable to volunteer for any reason, giving reasonable notice whenever possible so other arrangements can be made?
- (Should you use your car to drive children, young people, and/or vulnerable adults on church-organised activities) ensuring that your car is comprehensively insured, checking with your insurance company to make sure your insurance

covers giving lifts in this way, and ensuring that children wear suitable seatbelts and appropriate booster seats? [NB. This doesn't mean you will necessarily be expected to provide transport, but we need to know that you will do these things if you do.]

**YES / NO**

Please make any additional comments below:

**Induction**

- In addition to knowing who this role reports to, have you been told who else you could speak to should you ever have any concerns about how things are going? [Name: .....]
- Have you been told or shown where the First Aid kit is kept?
- Have you been told or shown what to do in the event of fire?

**Declaration**

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my termination of my role as a volunteer.

Signed..... Date: .....