

Volunteer Agreement

This Volunteer Agreement describes the arrangement between The Scouts Heritage Service and you. This agreement is a statement of values, not intended to be a legally binding contact or a contract of employment between us. It may be ended at any time at the discretion of either party.

Our aim is to ensure your volunteering is enjoyable, fulfilling and beneficial, and provide a welcoming, stimulating and creative environment in which to volunteer.

1. The Scout Association Heritage Service

This agreement is made on [insert full date DD/MM/YYYY] between;

- 1) The Scout Association Heritage Service
- 2) [insert full name of volunteer]

The role supports our work by [insert reason].

As a volunteer with The Scout Association Heritage Service, you can expect;

1.1 Induction and Training

- We will provide an induction about our organisation, the Heritage Service and your volunteering role, it will include the following and a record of completion will be retained;
 - Health and Safety policies
 - Fire safety including location of fire exits
 - Confidentiality statement and Data protection guidelines
 - Procedure for claiming expenses
- We will provide any training you need to meet the responsibilities of this role, and the requirements of the organisation.
- You will have the opportunity to attend any relevant SHARE Museums East training courses whilst in your volunteer role with us.

1.2 Supervision and Support

- We will advise you of the standards / codes of conduct we expect for our organisation and encourage and support you to meet the requirements.
- We will provide regular opportunities for you to discuss your volunteering, and any successes and challenges as well as development options.

1.3 Expenses/Benefits

- We will cover travel costs of up to £15 per days volunteering. This may be through a mileage claim (up to 37 miles a day) or through public transport costs (receipts must be provided). Expenses claims are completed using the online WebExpenses facility. Volunteers are responsible for making their claims.

1.4 Health and Safety

- We will provide suitable training and ongoing information on our health and safety policy as well as up to date risk assessments.

1.5 Insurance

- We will provide suitable insurance cover for all our volunteers whilst they are carrying out their agreed volunteering roles.

1.6 Equal Opportunities

- All volunteers will be treated fairly, in line with our equal opportunities and diversity policy, and current best practice.

1.7 Problems

- We will endeavour to resolve any problems, complaints and issues during the time you volunteer with us in a fair way, in line with our complaints procedure.

2. The Volunteer

In volunteering for the Scout Association Heritage Service we expect you to abide by the five values of our organisation;

- Integrity - We act with integrity; we are honest, trustworthy and loyal.
- Respect - We have self-respect and respect for others.
- Care - We support others and take care of the world in which we live.
- Belief - We explore our faiths, beliefs and attitudes.
- Cooperation - We make a positive difference; we cooperate with others and make friends.

2.1 Commitment

- You will endeavour to meet the agreed time and date commitments, and inform us as soon as practicable if you are unable to make it in, or are unavailable.

- You will agree to comply with the safeguarding rules, as set out on TSA's yellow card, at all times, and be willing to undertake a DBS check.

2.2 Responsibility

- Carry out your voluntary role to the best of your ability.
- Follow our organisation's policies, procedures and guidelines in relation to our organisation, staff, volunteers and customers / visitor.
- Support the Heritage Service's aims and vision.
- Keep us informed of any problems encountered during your time with us. We encourage you to ask questions if you are unsure of any tasks and to let us know if things are not as you expected.

Signatories

Volunteer

Name:

Signature:

Date:

On behalf of The Scouts Heritage Service

Name:

Role:

Signature:

Date: