

Volunteer Name:



Volunteer Agreement

This is an agreement, setting out the arrangement between Karis Neighbour Scheme 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 volunteer experience with us enjoyable and rewarding.

Your role as a volunteer
is :

To start on or after

Your Supervisor will be

Karis Neighbour Scheme commits to:

1. Induction & Training

- Introduce you to our work, to explain how our organisation works and your role in it, to provide an initial training session and make arrangements for ongoing training as required.

2. Supervision & Support

- Explain the standards we expect in the provision of the activities and support we offer and to encourage and support you to maintain these standards
- Provide suitable supervision, from an identified member of staff, and to ensure you have regular contact with your supervisor so you can tell us if you are happy in your role and we can feedback to you.
- Keep you updated with relevant information and advice relating to your role as a volunteer
- Do our best to help you develop and grow in and around your volunteering role.

3. Values

- Respect and value you as an individual, treat you fairly and with courtesy at all times
- Be supportive and give you a positive environment to enjoy your volunteering
- Give you recognition and thanks for the time and skills you give in your volunteering

4. Expenses

- Reimburse any reasonable out-of-pocket expenses incurred in the course of your volunteering. This will usually be travel allowances and a lunch allowance where necessary. Any other expenses should be agreed in advance with your supervisor

5. Health & Safety

- Provide a safe working environment

6. Insurance

- Provide adequate cover for you in your role by ensuring proper public liability insurance is in place

7. Problems

- Respond quickly and appropriately to any difficulties or issues you may have in relation to your volunteering. To treat you fairly and to comply with our resolving issues guidance as set out in our volunteering policy

In return, I agree that:

- ✓ I will help Karis Neighbour Scheme offer support to the local community
- ✓ I will perform my volunteering role to the best of my ability and remember that I am representing Karis Neighbour Scheme while I am volunteering – and so behaving in a way that reflects the values of the organisation.
- ✓ I will follow Karis Neighbour Scheme's policies and standards, including keeping the confidentiality of the organisation and of the individuals we support.
- ✓ I will read a copy of **Volunteer Guidelines Document** about Health & Safety, Confidentiality and Safeguarding.
If relevant to my role I will also read, or discuss with my supervisor, the full **Safeguarding children policy and/or Safeguarding Adult Policy** (you can obtain a copy from your supervisor or the office)
- ✓ I will keep the commitments I make with KNS and will give reasonable notice where I am unable to so.
- ✓ I will tell you if I need to change my commitments or am going to stop volunteering.
- ✓ I will let you know if we can improve the support that I receive

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.

Signed By (Print & Sign)

for KNS

the volunteer

Date