**Volunteer Agreement**

Volunteers are a very important and valued part of The Passage. We hope that you enjoy volunteering with us and feel a full part of the organisation. This agreement tells you what you can expect from us, and what we hope for from you. It is binding in honour only. It is not a legally binding employment contract. We aim to be flexible, so long as you let us know about changes in your circumstances and we will do our best to accommodate them.

**The Passage will do our best to:**

* induct you into the organisation
* provide the training you need to carry out your role
* provide you with a named supervisor in the team you are volunteering in
* offer clearly defined volunteering roles and make good use of your time
* respect your skills, dignity and individual wishes and to do our best to meet them
* reimburse travel costs to and from your volunteering according to our finance policy
* keep you informed of possible changes
* insure you against injury you suffer or cause due to negligence
* provide a safe place of volunteering
* apply our equal opportunities policy
* apply our problem solving procedure if there is any problem
* act on our Vincentian values

**I, a volunteer at The Passage, will do my best to:**

* be realistic about my abilities, eligibility and availability
* follow instructions given by staff relating to my role
* let us know in advance if you cannot volunteer
* check my email regularly for communication from The Volunteering Team
* comply with The Passage’s policies and procedures relating to my volunteer role, including safeguarding, EDI, personal & professional boundaries, health and safety, food safety, expenses, equal opportunities, data protection and confidentiality
* complete any training in order to volunteer in certain roles and read any paperwork given to me
* be respectful of people using our services, staff, fellow volunteers and visitors – recognising that people are different and behave in a manner that is inclusive of these differences
* volunteer within the parameter of my volunteer role
* take responsibility for my actions
* tell us if you are unhappy in your role
* uphold our Vincentian values
* act as an Ambassador for The Passage

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| **Volunteer Name:** |  |
| **Passage Staff Member:** | George Buttery – Volunteers Coordinator  |
| **Date:** |  |