



## **MyOTAS (My Own Time and Space) CHARITY – VOLUNTEER AGREEMENT**

This volunteer agreement describes the arrangement between us, MyOTAS and you.

This agreement is binding in honour only, and it is not intended by us or you to create any employment relationship or be a legally binding contract between us. It may be cancelled at any time at the discretion of us or you.

Full details about our charity are available on our website [www.myotas.org](http://www.myotas.org)

Volunteers play an important part in our charity, and we appreciate your volunteering with us. We hope you enjoy your volunteering experience with us, and we look forward to your joining us. We will do our best to make you feel part of our team and hope that your volunteering experience with us will be enjoyable and rewarding.

The following sets out what you can expect from us and what we hope for from you but we try to be flexible, so please tell us if you would like to change anything and we will try to meet your requests.

### **Part 1: the organisation**

Your role as a volunteer with us is *<<insert description of the nature and main details of the role>>* and starts on *<<date>>*. Your role is designed to *<<state how the volunteering role benefits the charity>>*.

### **You can expect the following from us:**

#### **1. Induction and training**

To introduce you to the charity and how it works.

To provide you with a thorough induction on our work, staff, the description and full responsibilities of your volunteering role in the charity, and provide you with the training you need to meet the responsibilities of your role.

#### **2. Supervision, support and flexibility**

To explain to you the standards we expect to meet in running the charity's activities, and to encourage and support you to achieve and maintain them.

To provide for you a person who will arrange to meet you regularly to support you by discussing your volunteering and any successes and problems. Initially, that person will be *[name]*, but we will tell you as and when anyone else takes over that support role.

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

### **3. Expenses**

- To reimburse you with the following expenses. To claim your expenses, please follow the expenses procedures set out in the volunteer handbook a copy of which is available from your supervisor. We will need you to give us all of your receipts for expenses when you claim them:
- Cost of travel to and from the place where you are volunteering to your home address. If travelling by car the amount to be claimed is the return mileage x 45 pence per mile.
- Costs of your meals up to a maximum of £5 for each meal. (This is only reimbursable where your volunteering is around meal times or where you are volunteering for at least 4 hours a day)
- Specialist clothing or equipment where this is required, and if it is provided by you
- Your actual costs of crèche or child-minding fees (or other costs of dependants) where incurred by you to enable you to volunteer.

### **4. Health and safety**

To provide you with a healthy and safe work environment, and adequate training and feedback in support of our health and safety policy, a copy of which is available on our website [www.myotas.org](http://www.myotas.org).

### **5. Data Protection**

To deal with all personal information that we collect or hold about you in accordance with the applicable relevant data protection legislation and our privacy policy a copy of which is available on our website [www.myotas.org](http://www.myotas.org)

### **6. Insurance**

To provide insurance cover for you for injury you suffer or cause through negligence during your carrying out of your approved and authorised volunteering activities.

### **7. Equal opportunities and diversity**

To ensure that you are dealt with in accordance with our equal opportunities and diversity policy, a copy of which is available on our website [www.myotas.org](http://www.myotas.org)



## 8. Problems

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

If after an informal discussion with your supervisor, you do not feel that the matter is resolved or, you may use the procedures for volunteers to resolve such issues set out in our complaints policy which is available on our website [www.myotas.org](http://www.myotas.org)

### **We can expect the following from you:**

To help us fulfil your role effectively, we expect you to:

- Attend your induction and training
- Perform your volunteering role to the best of your ability.
- Follow the charity's procedures, standards, rules, policies (including health and safety, privacy, data protection, equal opportunities and diversity, child protection) and any other reasonable instructions we give you in relation to our staff, volunteers, and families and young people that we support. A copy of these procedures, standards, rules and policies is available on our website [www.myotas.org](http://www.myotas.org)
- Maintain the charity's and all service users' confidential information, and not misuse it or wrongly disclose it to anyone.
- Meet your volunteering time commitments and standards as discussed with us, but if you are unable to volunteer when expected, we expect you to give us as much notice as you reasonably can so that we can make other arrangements.
- Provide us with referees as agreed who we may contact, and to agree to an Enhanced Disclosure & Barring Service check being carried out.

We hope that you will be able to volunteer, as you have discussed with us, for up to <<insert number of hours>> per week [between [time and [time]]][on [insert days of week]]

Please acknowledge receipt and acceptance of this agreement by signing and returning one copy to us.

Signed ..... (for the charity)  
NAME:

I understand and accept the contents of this agreement

Signed ..... (the volunteer)

FULL NAME:

FULL ADDRESS: