

**VOLUNTEERING AGREEMENT**

The Council’s vision is for Mole Valley to be a place where a beautiful environment, enterprise, and opportunity combine, creating a vibrant place to live, work and enjoy.

The Council encourages and welcomes volunteers. This volunteering agreement sets out the relationship between a volunteer and the Council.

This agreement is binding in honour only. It is not intended by the parties to be a legally binding agreement nor is it intended to create an employment relationship between the parties.

**CHARACTER REFERENCE**

Please provide a character reference. We may also require you to be checked by the Disclosure and Barring Service (DBS) if the work you will be doing requires it.

**YOUR ROLE AS A VOLUNTEER**

The activities it is anticipated you will be doing as a volunteer are: **[insert here the tasks to be undertaken by the volunteer].**

**WHAT YOU CAN EXPECT FROM US**

The Council will provide you with **[delete from or add to the list as appropriate]:**

* An introduction to the Council and your volunteering role within it.
* Training related to your responsibilities as a volunteer. We hope that you will take advantage of this to improve and maintain your skills.
* A supervisor who will supervise your volunteering and with whom you can discuss your work.
* A review of your volunteering role after [three/six months]. This will normally be carried out by your supervisor.
* Relevant insurance for your agreed volunteering activities

**WHAT WE EXPECT FROM YOU**

We will discuss with you the amount of time that you are willing to commit to volunteering, when you will be available each week, and how your availability will fit in with our needs. If, for any reason, you will not be attending as expected or agreed, we would be grateful if you could let us know as soon as possible so that a substitute can be found or different arrangements can be made. If do not have any work for you, we will let you know as soon as possible.

[**OR** We have agreed that you will be available at [XX]. If, for any reason, you will not be attending, we would be grateful if you could let us know as soon as possible so that a substitute can be found or different arrangements can be made. If we do not have any work for you, we will let you know as soon as possible.]

**Confidentiality**

In the course of your volunteering, you may come across confidential information about the Council, its staff, its clients and [third parties/clients/patients etc]. You must respect this confidentiality and not use the information for your own benefit or disclose the information, except where required or permitted to do so by law.

**Policies**

You will abide by the Council’s health and safety, Respect at Work, Code of Conduct and GDPR policies, and Equalities Policy statement. These can be found [at [place]/in the documentation that has been given to you].

**Ideas and Problems**

You may have ideas for the better performance of your duties or of ways in which we can meet our objectives as an organisation. Please discuss these with your supervisor.

You may run into problems when performing your volunteering duties. You should discuss any complaint or problems with your supervisor.

Your supervisor will discuss with you any issues that he/she may have with your work.

If you would like to change the arrangements for your volunteering or move to a different kind of volunteering, that too should be raised with your supervisor.

**TERMINATION OF THIS AGREEMENT**

Either you or the Council can end your volunteering activities and therefore terminate this agreement with or without notice at any time.

SIGNED ………………………. PRINT NAME ……………….. **[VOLUNTEER]**

SIGNED ……………………… PRINT NAME………………… **[MVDC SUPERVISOR]**

DATE………………