**[Insert Parish/Benefice Logo]**

**Volunteer Agreement**

Volunteers are an important and valued part of [Parish/Benefice/PCC].

This Volunteer Agreement describes the arrangement between [Parish/Benefice/PCC] and you, [insert name], the “volunteer”. 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. This agreement tells you what you can expect from us, and what we hope from you.

Your role as a volunteer is to:

* [indicate here the aim]

Commencement date [date].

The agreement will be for a period of X months/years [recommend minimum 12 months, maximum 3 years depending on role].

**We,** [Parish/Benefice/PCC]**, will do our best to:**

* Provide you with a clear role description and information relating to [Parish/Benefice/PCC] policies and procedures.
* Provide you with an induction, relevant and up to date information, including details of the [Parish/Benefice/PCC] work and offer relevant training.
* Explain the standards we expect for our services and encourage and support you to achieve and maintain them.
* Provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems.
* Reimburse out of pocket expenses incurred by you during your agreed volunteering activities.
* Provide a safe working environment.
* Provide adequate training and feedback in support of our health and safety policy.
* Try to resolve fairly any problems, complaints and difficulties you may have while you volunteer with us.
* Treat you in line with our Equal Opportunities Policy
* Provide adequate insurance cover for you whilst you carry out your volunteering role which has been approved and authorised by us.
* Collect and process certain types of data about you for the purpose of administering your volunteer role, in line with the General Data Protection Regulation and the Data Protection Act 2018.
* Provide recognition and thanks.

Signature (on behalf of [Parish/Benefice/PCC]) Date



**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will do my best to:**

* Support the aims and objectives of [Parish/Benefice/PCC]
* Perform my volunteering role to the best of my ability.
* Attend relevant volunteering training sessions and briefings.
* Follow and operate within the policies and procedures of [Parish/Benefice/PCC], including Health and Safety and Equal Opportunities.
* Act responsibly and within the law
* Work within the boundaries of my volunteering role, meeting the time commitments and standards which have been mutually agreed to.
* Not to divulge confidential information to unauthorised persons under any circumstances and maintain confidential information of the organisation and its clients during the volunteer placement and after it has ended.
* Make myself aware of [Parish/Benefice/PCC] policies in relation to compliance with the General Data Protection Regulation and the Data Protection Act 2018 and undertake to act in accordance with these at all times, including exercising reasonable care to keep safe all documentary or other material containing confidential information.
* Inform my manager immediately upon discovery of a data breach.
* Inform the [indicate who by inserting the job title here] of any queries or concerns that I may have.
* Inform [indicate who by inserting the job title here] that I wish to change the nature of my volunteering or am unable to volunteer for any reason, giving reasonable notice so other arrangements can be made.

Signature (volunteer) Date



**This agreement 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.**