

## Salisbury City Council

### Volunteer Agreement

<b>Voluntary Role</b>	
<b>Usual place of volunteering &amp; activity</b>	
<b>Contact details:</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Phone number:</b>	
<b>Email address:</b>	

This Volunteer Staff Agreement describes the arrangement between Salisbury City Council (SCC) 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.

#### Part 1: the organisation

Your role as a member of the volunteer staff is to assist the Salisbury City Council to deliver activities and services to promote social inclusion and community development for the community of Salisbury and starts on the date that this agreement is signed.

#### Salisbury City Council commits to the following:

1. Induction and training

To provide a thorough induction on the work of Salisbury City Council, its staff, your volunteering role and the induction/training you need to meet the responsibilities of this role. The Staff Handbook provides full details of the organisation

2. Supervision, support and flexibility

To explain the standards we expect for our services and to encourage and support you to achieve and maintain them;

To provide a named person who will meet you regularly to discuss your volunteering and any successes and problems;

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

3. Health and Safety

To provide training and feedback in support of our health and safety policy, copy of which is set out in the Volunteer Handbook

#### 4. Insurance

To provide adequate insurance cover for our volunteers whilst carrying out their volunteering roles which have been approved and authorised by us

#### 5. Equal opportunities

To ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy of which is set out in the Volunteer Handbook

#### 6. Problems

To try to resolve fairly any problems, complaints and difficulties you may have when you volunteer with us;

In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in the Volunteer Hand book

### **Part 2: The volunteer**

We expect you:

To help Salisbury City Council fulfil its commitment to the community;

To perform your volunteering role to the best of your ability;

To follow the organisation's procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and clients;

To maintain the confidential information of the organisation and of its clients;

To meet the time commitments and standards which have been mutually agreed to and to give reasonable notice so other arrangements can be made when this is not possible;

To provide referees as agreed who may be contacted, and to agree to a Criminal Records Bureau check being carried out where necessary.

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.....

Volunteer

Signed .....

on behalf of Salisbury City Council