



Volunteer Agreement

This volunteer agreement describes the arrangement between St Mungo's 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.

Name of Volunteer	
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- I agree**
- to help the Organisation fulfil its objectives to promote and support the wellbeing and recovery of our clients.
 - to perform my volunteering role to the best of my ability.
 - to follow the Organisation's procedures and standards, including health and safety, code of conduct, confidentiality, data protection and equal opportunities, in relation to its staff, volunteers and clients.
 - to maintain the confidential information of the Organisation and of its clients.
 - to provide the details of referees, and agree to undergo an enhanced Disclosure and Barring Service (DBS) check (if required).
 - to meet the commitments relating to my volunteering placement (time and hours per week) and give reasonable notice where I am not able to do so.
 - to report any changes in my circumstances to either my supervisor or the volunteer services department so that they are aware of any ongoing difficulty with meeting my commitment.
 - to feed back information about my volunteering experience to the staff team at St Mungo's if and when requested.
 - not to disclose personal details (home address, telephone number etc) to others, but to use placement address when contact details need to be given.
 - there will be a review period of 3 months, during which time both I and St Mungo's have an opportunity to assess the suitability of my volunteering here.

St. Mungo's agrees

to provide you with a clearly defined task description for your role.

to provide appropriate induction training for volunteers, and provide ongoing opportunities for informal learning and training, both general and specialised. Access to the L&D training programme will be after successful completion of one month's volunteering.

to explain and clarify as needed the standards we expect all volunteers to adhere to, and encourage and support you to achieve and maintain them through the supervision process.

to ensure that supervision is in place to provide you with an opportunity for a regular joint review of your volunteering. This will include reviewing progress and achievements, and supporting you with any challenges you face.

to ensure that all volunteers are dealt with in accordance with our Equal Opportunities policies and practices.

to provide adequate insurance cover for volunteers whilst undertaking voluntary work which has been approved and authorised by us.

to repay any travel (within zones 1-6 if volunteering in London, or as otherwise agreed) and (within reason) any other out of pocket expenses incurred relating to your volunteering with us. **Expenses will only be paid where valid receipts are provided.**

to keep you informed about any internal changes or developments that may impact on your volunteering role.

to try to resolve fairly and informally where possible, any problems, grievances or difficulties you may have while you volunteer with us.

to deal with any unresolved problems by offering an opportunity to discuss and resolve issues in accordance with the relevant procedures.

This agreement is binding in honour only. It is not a legally binding employment contract and may be ended at any time at the discretion of either party. There is no intent of employment either now or at any time in the future.

Signature of Volunteer		Date:
Signature of Volunteer Supervisor		Date:

