

A volunteer agreement

Some organisations draw up a formal agreement with potential volunteers, so that it is clear to everyone just what is on offer. Some people will want this to be written down, while for others, a conversation is sufficient.

The person may want their voluntary work to be quite separate from the health and social care system – and this is fine. At other times, it will not be a success unless everyone pulls together. You may need fewer cells or wish to add more for family, friends, residential staff, your GP or others. General terms such as ‘appropriate person’ and ‘agreed activities’ should be replaced by the actual details.

<p>The volunteer will:</p> <p>Notify an appropriate person if you are unable to carry out your activity.</p> <p>Respect the rights of those people you are in contact with, including the right to confidentiality.</p> <p>Attend training, ask for support when you need it, and stay in touch with the SV project.</p> <p>Get help with any unrelated personal issues from the appropriate specialist, rather than expecting the volunteering setting to respond</p> <p>Follow policies as discussed.</p>	<p>The volunteer manager will:</p> <p>Provide the agreed activities or give reasonable notice.</p> <p>Respect the limits to the work that were originally agreed.</p> <p>Treat the volunteer with respect and without discrimination.</p> <p>Provide regular and positive feedback to the volunteer about their work.</p> <p>Keep the SV project informed of successes or problems.</p> <p>Coordinate diversity training for other people in the setting</p>
<p>The Supported Volunteering project will:</p> <p>Include the volunteer in the decision-making process.</p> <p>Ensure the best possible match between the volunteer and the opportunity and ensure the person has opportunities for development.</p> <p>Let the volunteer know exactly what the placement will involve</p> <p>Support the volunteer and the volunteer manager</p> <p>Treat the volunteer with respect and without discrimination.</p>	<p>The Care Manager will:</p> <p>Coordinate initial support for the volunteer to help them settle</p> <p>Support the person with issues outside the volunteering activity</p> <p>Help everyone concerned to make volunteering a success for the person</p> <p>Share in the process of keeping everyone safe.</p>