

## Volunteer Agreement

This agreement describes how we intend to work together and is not a legally binding contract. We need you to sign this agreement to confirm that you are a volunteer and not an employee or worker.

You also need to sign to say that you are happy to follow our Volunteer Policy. We have given you a copy of this policy. The policy might change in the future and if it does we will give you a new copy.

Name of Volunteer:	Supervisor Name:
Volunteer Role:	Supervisor's Post Title:
	Location:

### Your tasks

Your tasks are listed in the Volunteer Role Description.

### Your hours

We will make sure that the hours you work suit you, although they will have to fit in with the way we work too. In return, we hope that you will be on time and turn up when you have agreed to.

Your volunteering will normally take place on **[at time]** between the hours of **[add time]** on **[day of week]** but we may agree other hours.

### If you can't come in

If something unforeseen happens which means you cannot come, for example if you are sick, please contact **[at allocated staff members name]** on **[add phone number]** as soon as possible.

If you are going to be away on holiday etc. please can you give your supervisor as much notice as possible. When planning a break please think about how this might affect our work.

Missing arranged volunteering opportunities without notification may lead to the termination of this agreement.

**What we expect**

We expect all staff and volunteers to behave reasonably and not to bring West Yorkshire Archive Service(WYAS) into potential or actual disputes.

**Confidentiality**

Information that you have access to whilst volunteering is confidential. You must not give away any information about employees, clients, councillors, finances or any other archive services business either directly or by talking to someone. It is especially important that you keep sensitive information to yourself. However, if you find something out that might be a risk to others then you need to report this to your supervisor.

**Equal Opportunities**

We do not discriminate against clients and colleagues on ground of race, sex, religious beliefs, sexual orientation or disability. We hope you will help us and that you will not make remarks or comments about, or to, clients or colleagues that may be considered offensive.

**Health & Safety**

We take everyone's safety seriously and feel that safety cannot be compromised. Therefore, everyone must follow all health and safety rules and procedures. If you come across any unsafe situations, unsafe working practices or have any accidents please tell your supervisor.

We have a no smoking policy. This means that employees and volunteers are not allowed to smoke in any buildings where we carry out our work.

Please let us know if you have any illness or disability which might affect you on your volunteering so that we can provide appropriate support if possible.

**Support, Supervision and Training**

We hope to give you enough support and supervision to help you make the most of your volunteering and develop your skills and experience. If you feel you need more support, please let your supervisor know. We may ask you to take part in regular support and assessment sessions so we can identify your training and other needs.

Will give you induction training to make sure that you are aware of the policies and procedures that affect the volunteering you do and give you an induction to WYAS and our work.

You may have to take part in training if we think that it is essential to enable you to carry out your tasks safely and to our standards.

**Expenses**

In some circumstances we can reimburse expenses whilst you are volunteering so that you will not be out of pocket. If we do, we will need receipts for our records. See the Volunteer expenses policy for more information

**Representing the Service**

Unless we say so in writing, no volunteer has the authority to represent the archive service or to commit the service in any way.

**Ending your volunteering**

Both you and WYAS can end your volunteering at any time and without any notice. However, unless there is an emergency or misconduct, we will give you at least 2 weeks notice and ask you that do the same to us.

**References**

Volunteers have access to someone prepared to give a reference when they move on to paid work, further education or other volunteering activities. The most appropriate staff member will provide a reference for volunteers.

**Right to refuse**

Volunteers have the right to say 'no' to inappropriate demands, additional tasks or tasks that are not in their role description and they don't want to do.

**Our policies**

While you are volunteering for WYAS you will have to follow our policies on:

- Data and Information Confidentiality
- Equal Opportunities
- ICT
- Health and Safety

If you are clear about what is involved in volunteering and are happy to start, please sign one copy of this agreement and return it to your supervisor. If you would like further information or advice please ask.

I agree to the conditions of my volunteer placement as above and confirm I have received a role description and volunteer handbook and agree to adhere to the policies of West Yorkshire Joint Services

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Volunteer

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor