**Corporate Volunteering Letter of Agreement**

Organisation Name:

Named contact:

Named contact telephone number:

E-mail:

Thank you for your kind offer of help from your team. This letter outlines the terms of agreement between your organisation and xx Cathedral. I enclose two copies and would be grateful if you could ***sign and return one copy in advance***.

**Activity**

This agreement covers the following activity:

Time:

Date:

**Safety and Supervision**

We confirm that prior to your employees commencing the activities we will:

* Undertake a risk assessment and advise them of any risks and of the safety procedures relevant to the activities.
* Conduct a briefing session and any relevant training for your employees.
* Supervise, manage and coordinate the activities.
* Take all reasonably practical steps to ensure that the place of volunteering is safe and without risks to health and safety.

It is your responsibility to inform the Cathedral of the following:

* Any known medical conditions including allergic reactions that might affect a volunteer’s safety or the safety of others.

You agree to indemnify our organisation if one of your employees is injured while engaging in the activities; subject to your right to recover damages from our organisation to the extent of our liability at common law or in statute, for example, where injury has been caused or contributed to by negligence or breach of statute of our organisation or our employees, contractors or volunteers.

**Personal Protective Equipment (PPE)**

It is recommended that all volunteers wear clothing appropriate for the nature of the activities as well as to comply with current Covid-19 guidelines.

**Insurance**

We confirm that your employee volunteers will be insured as follows, when following the Cathedral’s risk assessments and health and safety procedures:

* Employers' Liability - limit of indemnity of £xx
* Public Liability - limit of indemnity of £xx
* Personal Accident - 16-80 years of age.

xx Cathedral does not take any responsibility for damage to clothing or footwear, or loss / theft of personal possessions whilst your employees are engaged in volunteering activity with us.

**Communication**

Contacts for the Cathedral are:

* Main contact:

Main contact telephone number:

Main contact e-mail:

On arrival please report to:

At:

Please notify the Cathedral if there are changes to the number of volunteers who are able to attend. The Cathedral will notify you if there are any changes to the volunteering activity.

**Photography and PR**

By signing this agreement you agree that your employees have given permission for images to be taken unless otherwise stated. We would like to take photographs to be used in evaluation, and we may share some on the website and media. This includes providing images to the press for marketing and using the images for commercial purposes. Please inform us in advance if there are any objections to doing this.

**De-brief / feedback**

The Cathedral would be most grateful if you could participate in feedback on your experiences and recommendations so that we can develop and improve our corporate volunteering offer.

We are truly grateful for your support. By helping on this occasion, you have directly contributed to the long-term sustainability of xxx Cathedral. We have a wonderful community of volunteers and lots of other opportunities for individuals to volunteer in a wide variety of roles. Please ask members of your group to get in touch if they are interested in finding out more.

We look forward to welcoming you as volunteers and hope that the experience will be interesting and rewarding.

**On behalf of your organisation:**

Name (block capitals): ……………………………………………………………………………………………..

Job title: ……………………………………………………………………………………………………………...

Signature: ……………………………………………………………………………………………………………

Date: …………………………………………………………………………………………………………………

**On behalf of xxxxx Cathedral**

Name:

Job title:

Date: