Two Sample Volunteer Agreements

**Sample Volunteer Agreement 1**

We want to involve you meaningfully in what we do and benefit from your skills, ideas, energy and enthusiasm. We also want you to have an enjoyable, fulfilling and rewarding experience with us, one that is right for you too. This agreement explains in brief what you can expect from us, and what we hope from you as a volunteer.

Thank you for choosing us and welcome to our fantastic Cathedral community of volunteers!

**Our commitment…we will do our best**:

* To provide an introduction to the work and values of the Cathedral, your volunteering role and the induction or training you need to meet the responsibilities of the role.
* To explain the standards we expect and to encourage and support you to achieve and maintain them.
* To provide appropriate supervisory support from staff and Senior Volunteers and provide feedback on your role as required or requested.
* To respect your skills, dignity and wishes and to do our best to meet your individual requirements.
* To consult with you as appropriate and keep you informed of relevant changes.
* To provide adequate insurance cover for roles which have been approved and authorised.
* To provide as safe a place as possible to volunteer.
* To ensure that all volunteers are dealt with in accordance with our Equal Opportunities Policy.
* To investigate complaints and grievances in accordance with the Code of Conduct and Problem-Solving Procedures for Volunteers, Grievance Policy and Procedures for Volunteers and Whistleblowing Policy and Procedures.
* To listen to any of your comments regarding ways in which we might mutually better accomplish our respective tasks.
* To give recognition and thanks for your contribution.

**You, as a Volunteer, agree to do your best:**

* To volunteer to the best of your ability as agreed in the volunteer role description.
* To respect and support the Cathedral’s Purpose and Values Statement and empathise with its ethos.
* To be a positive ambassador for the Cathedral.
* To give as much warning as possible whenever you are unable to attend as expected.
* To follow procedures and standards including safeguarding, health and safety, equal opportunities and data protection in relation to clergy, staff, volunteers and visitors to the Cathedral and to raise any concerns you may have.
* To undertake any mandatory training and consider all optional training offered.
* To attend meetings relevant to the volunteering role.
* To disclose any unspent Criminal Convictions, agree to appropriate checks with the Disclosure and Barring Service if your role includes a regulated activity and to share the Cathedral’s commitment to safeguarding children and vulnerable adults.
* To make us aware of any health issues that may affect your ability to undertake the role, or compromises your safety or that of others.
* To respect the dress code / uniform / means of identification in accordance with the volunteering role.
* To tell us when we are not supporting you in the way we need to - *we really welcome feedback so we can continue to improve our volunteer experience*.

In the event of any original work being produced whilst volunteering, the intellectual property of this work is immediately deemed to be transferred to the Cathedral, unless agreed otherwise in advance.

We ask for your consent to collect and use your personal images by photography or film, to help

evaluate and promote the Cathedral by various means. We will endeavour to ask your permission

in each case and no personal information, such as your name, will be used unless express

consent is given. Please let us know if you DO NOT wish your image to be taken as part of your

volunteering with us. Consent can be withdrawn at any time in writing.

If, in the unlikely chance, that you are unable to meet our volunteer expectations, it could mean that the Cathedral may not be a suitable volunteering opportunity for you and it may be best if your time with us comes to an end. Additionally, if you change your mind about being a Cathedral volunteer, it is helpful if you can let us know in writing if you wish to cease volunteering with us.

As a volunteer we are grateful for you gifting your time and this agreement is written in the spirit of volunteering. We respect volunteers’ rights to give their time freely without creating any formal obligation so this agreement is binding in honour only. It is not a legally binding contract and no employment relationship is intended either now or in the future.

If you have any queries or wish to discuss your role, this agreement or would like more information on volunteering and volunteer policies please contact the Volunteers Office.

Thank you!

**Please complete below to show that you are happy with the content of this agreement.**

Name (BLOCK CAPITALS): …………………………………………………………………………………….

Signed: ………………………………………………………………………………………………………...

Dated: ………………………………………………………………………………………………………….

Sample Volunteer Agreement 2

**This agreement is for volunteers. It does not apply to employees or self-employed contractors.**

**Use this agreement to…**

* Understand the expectations that the Chapter has of volunteers and that volunteers can have of the Chapter
* Form part of a new volunteer’s welcome and induction to the Cathedral.
* Refer to if any questions or concerns arise relating to the expectations outlined in the agreement.

Introduction

Thank you for choosing to give your time to the Cathedral. The Dean and Chapter recognise that volunteers play an important role in helping us to fulfil our mission of inviting everyone to discover God’s love through our welcome, worship, learning and work. We greatly value our volunteers’ contributions to the life and work of the Cathedral. We hope you will enjoy the work you undertake with us and feel that you are a full and valued part of the Cathedral’s life.

This Volunteer Agreement describes the non-contractual arrangement between you and the Chapter, including what you can expect from us and what we ask of you. This agreement relies on mutual trust between you and the Chapter and is binding in honour only. It is not intended to be a legally binding contract of employment between us and may be cancelled at any time at the discretion of either party. Please read it carefully before signing.

Part 1: Your role

Your role as a volunteer is ………………………………………………………………………….

The aim of the role is ……………………………………………………………………………………………………………

………………………………….………………………………………………………………………..

The person/people who will provide support and supervision for you in your volunteer role is/are

………………………………………………………………………………………………….

Part 2: What you can expect from the Chapter:

Induction and training

The Chapter will:

Provide an induction to the work and the life of the Cathedral, your volunteering role and any other information, support or training you need to meet the responsibilities of your role.

Explain the standards and behaviours expected for our visitors and worshippers and will encourage and support you to achieve and maintain them.

Supervision and support

The Chapter will:

Provide a named person with responsibility for your supervision and support whilst you are a volunteer and ensure that you are able to contact the HR & Volunteering Team for help and support with queries or concerns that cannot be dealt with by your named contact.

Provide pastoral care by the Cathedral’s clergy should you need it.

Policies

The Chapter will:

Provide you with training on all relevant policies and access to policies, procedures or guidance that you may need to meet the responsibilities of your role and understand your position as a volunteer.

Ensure that you are treated in accordance with all the Chapter policies that apply to volunteers. Please refer to the Volunteer Policy.

Keep your volunteer records strictly confidential and maintained in accordance with the Data Protection Act.

Part 3: Volunteers:  
I agree to:

Support and assist the Chapter of XXX Cathedral in the fulfilment of its mission and to perform my volunteer role to the best of my ability. To achieve this I also agree to;

Induction and training  
I agree to:

Participate in a DBS check being carried out for me if this is necessary for my volunteer role.

To take part in induction, meetings and training programmes before starting as a volunteer and throughout my time at the Cathedral, in order to reach and maintain the required standard in carrying out my role.

Carrying out my role

To work under the guidance of my named contact and alongside other members of staff and volunteers, where appropriate.

To undertake my volunteering at agreed times and on a punctual basis.

To wear an Identification lanyard when carrying out my role.

Not being rendered unable to carry out my duties due to the influence of drugs or alcohol.

Informing either my named contact (or the HR and Volunteering Administrator) as early as possible if I expect to be absent, to enable alternative arrangements to be made.

Not to represent myself as a spokesperson or representative of the Cathedral to any media – whether digital, broadcast or print - in any manner unless authorised.

Refer any approach from the media to the Cathedral’s Communications and Marketing Office during office hours and to the Canon in Residence out of office hours.

Speak to my named contact or the HR & Volunteering Consultant in the first instance, if I have a problem with my volunteer role.

In the event of being unable to achieve the required standard and behaviour, or failing to attend regularly, I understand the volunteering agreement between the volunteer and the Chapter may come to an end.

Policies

To follow the Chapter’s policies, procedures and standards which relate to my general conduct in relation to employees, volunteers and visitors. I understand that if I breach policy terms or act in any way which is incompatible with acceptable conduct for the Chapter, this agreement may come to an end.

To the Chapter holding and processing my personal information in accordance with the Volunteer Policy, GDPR regulations and Data Protection Act.

Acting in accordance with the Volunteer Problem Solving Procedure in the event of unresolved issues or complaints.

Declaration

I agree that my status is that of a volunteer and not that of an employee or a worker and that neither of us intend any employment relationship to be created either now or at any time in the future.

I understand and accept the terms and conditions of the Volunteer Agreement, as set out above.

Signature of volunteer …………………………………………………………………………………………………….

Date ……………………………………………………………………………………………………………….

Signature of the HR & Volunteering Manager or the Chapter representative

……………………………………………………………….................................................................

Date……………………………………………………………………………………………………………

# **Confidentiality Agreement for volunteers and staff**

When working or volunteering for the Cathedral you may gain access to confidential information which may include, for example:

Personal information about individuals who are supporters or otherwise involved in the activities taking place at the Cathedral which have been organised by the Chapter;

Information about the internal business of the Chapter; and

Personal information about colleagues working for the Chapter.

The Chapter is committed to keeping this information confidential, in order to protect people and the good name and reputation of the Cathedral. ‘Confidential’ means that all access to information must be on a need-to-know and properly authorised basis. You must use only the information you have been authorised to use, and for purposes that have been authorised. You should also be aware that under the Data Protection Act, unauthorised access to data about individuals is a criminal offence.

You must assume that information is confidential unless you know that the Chapter intends it to be made public. Passing information between departments of the Chapter does not count as making it public but passing information to another organisation does.

You must also be particularly careful not to disclose confidential information to unauthorised people or cause a breach of security. In particular, you must:

Not compromise or seek to evade security measures (including computer passwords);

Be particularly careful when sending information between departments of the Chapter;

Not gossip about confidential information, either with colleagues or people who do not work at the Cathedral; and

Not disclose information — especially over the telephone or via text, email or internet messaging — unless you are sure that you know who you are disclosing it to, and that they are authorised to have it.

If you are in doubt about whether to disclose information or not, do not guess. Withhold the information while you check with a person in authority whether the disclosure is appropriate.

Your confidentiality obligations continue to apply indefinitely after you have stopped working for the Chapter.

I have read and understand the above statement. I accept and will at all times comply with my responsibilities regarding confidentiality.

Signature of volunteer ………………………………………………………………………………………………………

Date ……………………………………………………………………………………………………………