



Volunteer Agreement

SYcD Responsibilities:

- Provide you with induction training to agreed standards with accreditation, where needed
- Provide you with the appropriate training for you to carry out your role
- Have clear channels of communication
- Support your volunteering career with periodic reviews.
- Support you through any difficulties encountered in your volunteering role
- Make sure your volunteer role within the team is clear.
- Renew DBS check when necessary.
- Provide you with an I.D badge.
- Provide you with access to guidelines and relevant procedures.

Volunteer Responsibilities

- Be clear about what you wish to achieve through volunteering (accredited training, experience).
- Agree to inform your contact person if you are unable to volunteer at an agreed time. Inform them of any changes you wish to make to the agreed times or commitment. If you are going on holiday give as much notice as possible to your volunteer supervisor so they can plan around your absences.
- Agree to stick to the tasks set out in your volunteer plan.
- Agree to undertake relevant training when it is offered. This is especially important where the training is required by Health and Safety legislation.
- Agree to tell your contact person or the SYcD manager if you have any concerns about the things you are asked to do.
- Read and understand the relevant Careers South West policies and procedures e.g. Complaints, Confidentiality, Health and Safety Guidelines
- Be aware that Careers South West will treat fraudulent expenses claims as a disciplinary offence and or a criminal offence.
- In the event on any convictions being recorded against you please contact your main contact immediately. It is not automatic that disclosure would prevent you from continuing as a volunteer. If you do not inform your main contact of such information your voluntary status may be terminated.
- If driving as part of your volunteer role agree to keep vehicle in a roadworthy condition and your driving documentation (insurance, driving licence, MOT and road tax) up to date.