



# St Andrew's & All Saints

Partnering with God in the flourishing of our communities

St Andrew's is Registered Charity No 1128973. All Saints is an Exempted Charity.

## Volunteer Agreement <sup>v1</sup>

This volunteer agreement describes the arrangement between St Andrew's and All Saints

and: \_\_\_\_\_ (name)

Your volunteer role is \_\_\_\_\_

Based with \_\_\_\_\_ (team)

Primary Location: \_\_\_\_\_ (please specify)

And starts on: \_\_\_\_\_

Your supervisor is: \_\_\_\_\_ (name)

### Part A:

#### St Andrew's and All Saints are committed to the following:

**Induction and training** - To provide you with induction on the work of our churches, its staff, your volunteering role and appropriate training to meet the responsibilities of your role.

#### Supervision, support and flexibility

- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them.
- To provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems.
- To do our best to help you develop your volunteering role with us.

**Health and Safety:** To provide appropriate training and feedback in support of our health and safety policies. The St Andrew's Health and Safety Policy is available on our website at link: [www.standrewsandallsaints.org/health-safety/](http://www.standrewsandallsaints.org/health-safety/). The All Saints Health and Safety Policy is available on our website at link: [www.standrewsandallsaints.org/resources/procedures/health-safety-all-saints/](http://www.standrewsandallsaints.org/resources/procedures/health-safety-all-saints/).

**Insurance:** To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.

**Policies:** To provide safe environments for all involved as summarised on our website at link: <http://www.standrewsandallsaints.org/resources/procedures/>

**Problems:** To try to resolve fairly any problems, grievances or difficulties you may have while you volunteer with us. In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out.

Please turnover and complete both sides of this form.

## Part B: The Volunteer

I, \_\_\_\_\_ agree:

- To help St Andrew's and All Saints to fulfil their services.
- To perform my volunteering role to the best of my ability, to complete mandatory training in a timely manner and to take part in other training offered to support my role.
- To follow the organisation's policies, procedures and standards, including those relating to health and safety, in relation to its staff, volunteers and the public.
- To meet time commitments and standards agreed to and to give reasonable notice so that other arrangements can be made.
- To agree to a Disclosure and Barring Service check if/when required.
- To advise my insurance company if I need to use my car as part of my volunteering.

My agreed voluntary commitment is:

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**This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.**

**Volunteer signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please print name: \_\_\_\_\_

Normal phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Please complete two copies of the above form** and return them to whoever is undertaking your 'safer recruitment' or the church office. They will check and counter sign the forms below and return a counter signed copy to yourself and file the other copy in our recruitment pack.

**Organisation signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Signed by on behalf of St Andrew's and All Saints)*

Please print name: \_\_\_\_\_

Once completed, this form will be handled by St Andrew's and All Saints in accordance with our Data Protection Policy (link: [www.standrewsandallsaints.org/dataprotection/](http://www.standrewsandallsaints.org/dataprotection/) ).