**Volunteer Agreement**

**Between:-**

**(1)…………….UNITED REFORMED CHURCH acting through its Elders (“the Church” “we” “us”)**

**(2)……………………………………….of……………………………………………… (“the Volunteer” “you”)**

**Context**

You have agreed to work as an unpaid volunteer for the Church

As you are a volunteer this is not a contract of employment but sets out our expectations of you in the work that you have volunteered to do. It also says what you can expect from us. If you have any questions or concerns about what is being asked of you, please talk to us about it.

As a volunteer church/ youth/children’s worker/lay leader you are a vital part of the mission and ministry of our church so it is important that you are familiar with, and support, our aims and objectives before you sign this Agreement.

This Agreement starts on ………………………………………… and runs until …………………………………

**Christian Faith**

Your work as a volunteer will be in a Christian context, so it is important that you reflect our values and beliefs in your lifestyle and actions. We will discuss with you any particular expectations in advance.

In accepting this voluntary role you acknowledge that you are called by God to this work and that you confirm commitment to our statement of faith. *(This sentence can be taken out if you are recruiting volunteers and do not consider it necessary for them to be practicing Christians)*

**Role**

A role description is attached

**Time commitment**

You have volunteered to work the following days and times ……………..…………………………………..

It may sometimes be helpful if you can volunteer to work extra hours. If additional help is needed, we will discuss this with you in advance in the hope that you will be able to assist.

Whilst this is a voluntary role it is still important that you are on time for work and that you complete the hours we have agreed. If for any reason you will be late or need to leave early please discuss it with your supervisor at the earliest opportunity as it is likely that we will need to make alternative arrangements. We will always seek to accommodate your requirements.

It is important that you have regular time off from your role as a volunteer church/ youth/children’s worker/ lay leader. We also understand that there may be occasions when you cannot attend. In either case, you should agree the procedure for this with your supervisor

**Supervision and raising concerns**

Your supervisor whilst you work with us will be *[please insert name]* or such other person as we notify to you in writing at any time

Any queries or concerns about the work or any aspect of our Church should be raised with him/her in the first instance.

If you have a question or concern about safeguarding children or adults at risk you must adhere to our Safeguarding Policies (full details of which have already been provided to you)

**Conduct and Capability**

# You are expected to abide by our code of conduct for workers (copy attached)

We will regularly review your work with us to ensure that you have the support you need to do it effectively. The frequency and depth of this will depend on how often you work with us.

If we become concerned about your conduct or capability to perform the role we will discuss this with you as soon as we can to help you put it right and achieve our expectations. This can be done as follows:

* Your supervisor will discuss with you any areas of concern we have.
* If more serious conduct or capability problems arise, or you continue not to put right issues we have discussed with you already, then, for clarity, we will put our concerns to you in writing and agree a development plan with you. This discussion may be held with someone other than your supervisor.
* Should these same issues continue, or if your conduct is serious enough, we may bring your Volunteer Agreement to an end. Wherever possible we will meet with you to discuss this before making the decision. You will be invited to bring someone with you to support you.

If you disagree with a decision to end your Volunteer Agreement, or do not believe our concerns about your conduct or capability are fair, then you can raise this with us.

The person you should contact to do this is *[please insert name]*

Which stage of the process above will be followed will depend on the seriousness of the concerns so, for instance, it may be that if concerns are sufficiently serious we will bring your Volunteer Agreement to an end without the discussion process, although you will be informed in person and in writing of the reasons for the decision. You will be able to speak to us about this as detailed above.

**Confidentiality**

It is crucial that confidentiality about any person including children or adults at risk with whom you

work is maintained within the team you work with, unless there are circumstances where you think that someone is at risk. If this is the case please discuss the need to break confidentiality with your supervisor, although you are of course at liberty to report concerns about child or adult protection to statutory agencies in the case of an emergency or if you consider it essential in the absence of agreement with your supervisor

**Our Property and Confidential Information**

Our expectations concerning your use of our property and Confidential Information are set out in Appendix A attached and must please be adhered to throughout and upon termination of this Volunteer Agreement

**Data Protection**

By signing this Volunteer Agreement you acknowledge that we are permitted to hold personal information about you to the extent that this is necessary to comply with our statutory obligations with particular regard to safeguarding . You acknowledge that, if required to do so by law, we shall be obliged to disclose this information to the appropriate authorities

**DBS**

Due to the nature of your role, you are required to undertake an enhanced DBS Check/enhanced DBS check plus baring (Disclosure & Baring Service Check *(please delete whichever one is not appropriate)*

Currently this has to be updated every 5 years. Please consider signing up to the Update Service

**Expenses**

As the nature of this Agreement is entirely voluntary, you will receive no remuneration in respect of the work you undertake for us.

Traveling and sundry expenses (such as stationary postage and telephone use wholly and necessarily incurred whilst you are volunteering for us) will, however, be reimbursed in full provided they have been agreed in advance and that receipts are provided. Car mileage will be paid at our prevailing rates (currently 45p per mile)

You will also be offered (but are under no obligation to take) rent free accommodation at…………………………………………………upon the terms of a license to occupy to be entered into at our request by The United Reformed Church (South Western Synod) Incorporated. You acknowledge that you have seen a copy of the license before signing this Agreement and that you understand that it will automatically terminate and that you will be required to vacate the accommodation immediately upon termination of this Agreement by either of us and for whatever reason. *(this paragraph is likely to apply to volunteer lay leaders – please delete if not applicable)*

**Smoking**

Please note that we operate a strict non-smoking policy which will apply at all times when you are volunteering for us. If you wish to smoke please do so during your break times outside and in designated areas only and please ensure that cigarette ends are properly extinguished and disposed of.

**Nature of Agreement**

This Agreement is voluntary in nature and binding in honour only (but without prejudice to the need for you to observe the requirements set out above for the safety and wellbeing of those with whom you come into contact in your role as a volunteer for as long as this Agreement is subsisting) It is intended to regulate the conduct of both parties whilst this Agreement is subsisting and (where relevant) upon its termination. It may be cancelled at any time at the discretion of either party although reasonable notice will be appreciated (except in circumstances where we are compelled to terminate on grounds of serious misconduct). **Neither of us intend any employment relationship to be created either now or at any time in the future.**

**Acceptance of terms of Volunteer Agreement**

I have understood the nature of the work I am to do with children/young people/ adults at risk and/or as a lay leader. I have read the code of conduct and the guidelines produced by the Church for safeguarding children and adults at risk. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact. I know what action to take if abuse is discovered or disclosed and will take appropriate action as detailed within the policies

**Signature of volunteer**

**Name of volunteer**

**Signature on behalf of the Elders**

 **Name of church Elder**

**Date**