

VOLUNTEER PLACEMENT AGREEMENT

NAME: _____

ADDRESS: _____

VOLUNTEER POSITION: _____

START DATE: _____

ACCOUNTABLE TO: _____

DESCRIPTION OF DUTIES:

A Description of Duties document will be provided by the Human Resources Business Partner (HRBP) and the Manager of the service/placement prior to your commencement, this can be amended subject to agreement.

VOLUNTEERING ARRANGEMENTS

VOULNTEER HOURS:

As agreed between volunteer, Human Resources Business Partner (HRBP) and the Manager of the service/placement.

INDUCTION AND TRAINING

On successfully completing the recruitment procedure, an induction will be prepared for you by the manager of the service/placement. See the Volunteer Policy and Procedure for details.

REVIEW PERIOD:

There will be a trial period of 12 weeks to allow Support for Living (SFL) and the Volunteer time to discover if they are suited to each other. A review will be made mid way through the trial period and also at the end. SFL may decide to extend the trial period if necessary and you will be informed of this.

SUPPORT

The Human Resources Business Partners will be the central point of contact for all Volunteers.

Following successful completion of the trial period, you will receive regular review meetings with the Manager [INSERT NAME]. This will include feedback on progress, discussion about personal/professional development and training updates.

You may work unsupervised providing that they have had the relevant recruitment clearance and attended the mandatory training programme. Each arrangement will be different, the details of which will be discussed, agreed and planned with the manager of the service/placement.

CONDUCT

You are expected to adhere to the conduct guidelines set out in Code of Conduct policy (HR21)

ABSENCE DUE TO ILLNESS

Notification of absence owing to illness or any other cause should be made as early as possible before the start of your session, to the deputy/manager of the service/placement.

No statutory sick pay is payable.

HEALTH AND SAFETY AT WORK:

SFL Health and Safety policies also apply to Volunteers who are advised to read them. All Volunteers will be trained in the SFL's Health and Safety policies and procedures at the time of induction and be expected to abide by them at all times.

EQUALITY

Support for Living is committed to equal opportunities in employment and service delivery and all employees and volunteers are required to have an understanding and commitment to SFL's Equality and Diversity Policy.

EXPENSES

All Volunteers will have their travel and other subsequent payments, which are incurred in the course of carrying out their voluntary duties reimbursed. See the Volunteer Policy and procedures for details.

VOLUNTEER DRIVERS:

If your placement requires that you drive a Support for Living vehicle, checks will be carried out in line with the Transport and Motor Vehicle Policy.

RESOLVING PROBLEMS

The procedure for resolving problems is as set out in the Volunteer Policy.

VOLUNTEERING SUBJECT TO:

- Valid work permit to take up employment paid or unpaid, if appropriate, which you must ensure is renewed as required. Support for Living is unable to continue to allow someone to volunteer if not in possession of a valid work permit if one is required.
- In order that Support for Living complies with its obligations under the Working Time Regulations 1998, you are required to declare to the organisation in writing any additional/external work you choose to undertake, only if by doing so you regularly work in excess of 48 hours per week.
- Disclosure checks where appropriate for your placement
- Occupational Health Clearances
- Satisfactory reference checks as per the requirements of the placement

The information given when making your application is made in good faith without the intention to deceive or withhold relevant information.

COMMITMENT:

Support for Living agrees to:

1. Provide adequate information, training and assistance for you to be able to meet the requirements of your volunteer position.
2. Ensure satisfactory support to you and to provide regular feedback on your work.
3. Respect your skills, dignity and individual needs, and to do our best to adjust to these individual requirements.

The volunteer agrees to:

1. Perform my volunteer duties to the best of my ability.
2. Adhere to Support for Living's policies and procedures, including record-keeping requirements and confidentiality of organisation and client information.

3. Meet time and duty commitments, except in exceptional circumstances, or to provide adequate notice so that alternative arrangements may be made.
4. Inform relevant external agencies if necessary about the volunteering arrangements with Support for Living where this could impact on Working Time Directive or the receipt of Benefits

If you accept this agreement as stated above, please sign the form of acceptance below and return the whole document to the Human Resources Business Partner. A second copy is provided for you to retain for your records.

ACCEPTANCE OF VOLUNTEER PLACEMENT AGREEMENT (DO NOT DETACH)

SIGNED: _____

NAME (BLOCK CAPITALS): _____

DATE: _____

SIGNED: _____

HUMAN RESOURCES BUSINESS PARTNER, SUPPORT FOR LIVING

DATE: _____

This Agreement is not intended to be legally binding contract SFL and may be cancelled at any time at the discretion of either party. Neither party intend any employment relationship to be created either now or at any time in the future.

Registered office: Allied House, 154-156 Broadway, West Ealing, London W13 0TL