



VOLUNTEER AGREEMENT

NAME OF VOLUNTEER: _____

This Volunteer Agreement describes the arrangement between Living Stones Educational Trust (LSET) Homework Club and you.

We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience enjoyable and rewarding.

LSET is a Christian organisation and there is a Christian element to the ethos and practice of Homework Club.

ORGANISATION

Your role as a volunteer is with the Homework Club and is based at Heathfield Church, Millwright Street, Newton Heath, Manchester, M40 2JG.

Homework Club's sessions are term time only with the occasional extra activity during school holidays at a venue away from but near to Heathfield Church, e.g. the Water Activity Centre, Droylsden.

Your start date is: _____

LSET SUPPORT FOR YOU

1. Induction and training

- ✓ LSET will provide a thorough induction on the work of Homework Club and your volunteering role
- ✓ induction and/or training you may require to meet the responsibilities of this role.

2. Support and flexibility

- ✓ to explain the standards we expect for our services
- ✓ to encourage and support you to achieve and maintain them

- ✓ to meet with you regularly to discuss your volunteering and any successes and challenges
- ✓ to do our best to help you develop your volunteering role with us.

3. Expenses

- ✓ LSET will reimburse any out of pocket expenses agreed by the session leader for your session (eg. cooking materials, stationary/craft resources)
- ✓ please note that, unfortunately, LSET does not have the financial resources to cover childcare costs or travel expenses.

4. Health and Safety

- ✓ to provide adequate training and feedback in support of our Health and Safety policy (a copy is available on request).

5. Insurance

- ✓ to provide adequate insurance cover for volunteers whilst carrying out their volunteering duties that have been approved and authorised by LSET leaders.

6. Equal opportunities

- ✓ to ensure that all volunteers are dealt with in accordance with our Equality policy (a copy is available on request).

7. Problems

- ✓ to try to resolve fairly any problems, complaints and difficulties you may have, in accordance with our Complaints policy (a copy is available on request).

THE VOLUNTEER'S RESPONSIBILITIES AND DUTIES

- ✓ to perform your volunteering role to the best of your ability;
- ✓ support Homework Club leaders in running each session
- ✓ supporting and encouraging the children's learning development
- ✓ supporting and encouraging the children's personal development
- ✓ supporting and encouraging the parents/carers
- ✓ to help LSET fulfil its role in delivering high quality, supportive services in partnership with the local community.
- ✓ to follow LSET's procedures, policies and standards

- *there is a policy pack to read*
- ✓ to maintain the confidential information of LSET and its clients
- ✓ to meet the time commitments and standards which have been mutually agreed to
- ✓ to give reasonable notice so other arrangements can be made when you are unavailable
- ✓ to provide referees as agreed who may be contacted
- ✓ to agree to a Safeguarding/DBS check as you will be working with children, young people and, possibly, vulnerable adults.

POINTS TO NOTE

- ✓ this agreement is binding in honour only and is not intended to be a legally binding contract between LSET and you
- ✓ this agreement may be cancelled at any time at the discretion of either party
- ✓ Neither LSET nor yourself intend any employment relationship to be created either now or at any time in the future.

SIGNATURES

Volunteer _____

On behalf of LSET _____

Date _____