



VOLUNTEER AGREEMENT

The Station recognises the valuable contribution made by our volunteers, not only within our own organisation but also in our community generally. This Agreement seeks to set out our approach and should be considered in tandem with the Volunteering Policy that is in force.

This Volunteer Agreement describes the arrangement between the Station and you as a volunteer.

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 with us enjoyable, educational and rewarding. To these ends, you can expect:

1. Induction, training and mentoring to provide a thorough understanding of the work of the Station, its staff, your volunteering role and the skills you need to meet the responsibilities of this role. Equally, you will be expected to adhere to any instructions you are given, apply what you learn as a result of your training and to show such dedication and effort to enhance your volunteering experience and the organisation generally.
2. Supervision, mentoring and support to explain the standards we expect in our organisation and to enable you to achieve and maintain them. We have a number of systems in place to assist us in supporting your development from Reflective Practice Processes to more formal sessions with staff and mentors. All of these systems exist to help you develop your volunteering role with us and we ask that you participate fully in them. Directors, Staff and Mentors are available to you to provide the necessary support but you must appreciate Directors and Mentors are volunteers themselves and not abuse their time with requests and activities that you are competent to fulfil yourself.
3. Reimbursement of expenditure that you have incurred where this has been agreed in advance by a Director or Staff member. This will always be on the production of receipts and will be paid by cheque or BACS bank transfer.
4. A Safe environment in which to volunteer. To this end we have formal policies which are publicly available. You must familiarize yourself with these and adhere to their provisions at all times to ensure your safety and the safety of others. If you require training, specialist clothing or equipment in order to comply with our policy, these will be provided. We will also ensure that adequate and appropriate insurances as a training organisation are in place to protect volunteers and the organisation whilst carrying activities which have been approved and authorised by us.
5. To be treated fairly, respectfully and dealt with in accordance with our equal opportunities policy, a copy of which is publicly available. You are required to apply these same principles in your dealings with others. We will try to resolve any problems, complaints and difficulties you may have while you volunteer with us and equally you will be subject to our disciplinary procedures for any actions which cause harm to the organisation, the Staff or your fellow volunteers.
6. That confidential details about you shall be retained securely and not be released without your consent or unless compelled to do so for legal or essential operational reasons. Equally you are required to maintain confidentiality regarding any sensitive or commercial information about the Station and you may be held liable for any loss incurred as a result of any breach by you in this respect.
7. Understanding and flexibility from the Station in respect of the time that you can offer the organisation recognising that you may have other commitments. However, you must respect the organisation and your fellow volunteers regarding the time commitments and standards which have been mutually agreed to and to give reasonable notice so other arrangements can be made if you are unavailable.
8. To be kept informed and, wherever possible, to be appropriately consulted on changes to the volunteering environment which may impact on you and your ability to volunteer.

Please Note: Within the volunteering environment, the Station will apply a zero tolerance approach to:

- the application of our rules & policies;
- any violence or abuse (physical or mental);
- any inappropriate behaviour;
- any theft or malicious damage or other deliberate actions to the detriment of the organisation
- drugs, alcohol and smoking within the volunteering environment
- any actions which could cause the good name of our organisation to be brought into disrepute
- any actions which could cause financial penalties to the organisation for which we will hold you liable.

By registering and being accepted as a volunteer and trainee within the Station and its agents and associated bodies, the Station has offered you these commitments and you are deemed to have accepted your responsibilities.

You are required to respect the policies & rules of the Station, its agents and associated bodies as published and amended from time to time.

Neither you nor the Station, its agents or associated bodies intend any employment relationship to be created either now or at any time in the future.

