

## Volunteer Agreement

This Volunteer Agreement describes the arrangements between Lincolnshire Educational Support and you in relation to your voluntary work with us. This Agreement sets out the expectations of both parties, in order to ensure that your experience as a volunteer is as positive and rewarding as possible.

Your role as a volunteer is to support Lincolnshire Educational Support in providing a quality play experience for the children in our care.

### Lincolnshire Educational Support commitments

Lincolnshire Educational Support accepts the voluntary service of Lincolnshire Educational Support beginning on date, for a period of [X weeks / X months/ indefinitely]. Accordingly, we will:

#### 1. Induction and training

- Provide thorough induction training on the work of Lincolnshire Educational Support. This will include an introduction to the staff and Lincolnshire Educational Support users (children and parents) and training to enable you to meet your responsibilities as a volunteer worker. You will also be given a copy of the **Staff Handbook**, to give you an overview of the running of Lincolnshire Educational Support.

#### 2. Supervision

- Communicate our expectations with regard to the standards of service we provide for the children in our care and their parents and support you to achieve and maintain them as part of your voluntary work within Lincolnshire Educational Support.
- Nominate a personal supervisor who will meet with you regularly to discuss your volunteering work and deal with any issues that may arise.

#### 3. Health and safety

- Provide adequate training and feedback in support of our **Health and Safety Policy**. You will receive a copy as part of your induction training.

#### 4. Insurance

- Provide appropriate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.

#### 5. Equal opportunities

- Ensure that all volunteers are dealt with in accordance with our **Equalities Policy**.

#### 6. Problems

- Try to resolve fairly any problems, grievances or difficulties which may arise while you volunteer with us.

#### 7. Expenses

**Reimburse expenses, that have been incurred directly as a result of your voluntary work at Lincolnshire Educational Support and which have been agreed in advance with your manager.**



**Volunteer commitments**

I, name of volunteer, agree to be a volunteer with Lincolnshire Educational Support. Accordingly, I will:

1. Help Lincolnshire Educational Support fulfil its commitment to provide high quality childcare.
2. Perform my volunteering role to the best of my ability.
3. Follow the policies, rules and procedures of Lincolnshire Educational Support, in relation to its staff, volunteers and users.
4. Ensure that any confidential information relating to Lincolnshire Educational Support, its staff and its users remains secure and is **never** shared with third parties.
5. Meet the agreed time commitments. If exceptional circumstances mean that I am unable to work on the date or times agreed, I will provide reasonable notice so that alternative arrangements can be made.
6. Provide referees, and consent to a DBS check being carried out where necessary.

My agreed voluntary time commitment is ..... [insert times and days of week]

Volunteer role: [insert role, e.g. Assistant Playworker]

**This agreement is binding in honour only. It is not intended to be legally binding contract between us and may be cancelled at any time at the discretion of either party.**

Signed: .....  
**(Volunteer signature)**

Signed: .....  
**(on behalf of Lincolnshire Educational Support)**

**Date:**