

VOLUNTEER AGREEMENT

The CHS Group (CHS) encourages and welcomes volunteers. This agreement sets out the relationship between the volunteer and the organisation. The Agreement does not create any contract of employment or contract for services between you and CHS.

Name of volunteer:	
Address:	
Telephone number:	
Date of birth:	
Place of work:	

Pre-placement Checks:

We will require you to provide the details of two referees. We may also require you to be checked by the Disclosure and Barring Service.

Duties to be carried out by volunteer:

The tasks that you will be asked to carry out as a volunteer are:

Meeting mentee's at a mutually agreed time and place in public places. Document all meetings and update Homeless Projects Co-ordinator with all meeting activity.

Length of commitment:

The voluntary work will commence on _____ for an initial period of 6 months (this can be extended with the agreement of mentor, mentee and co-ordinator)

Placement Supervisor:

Your supervisor will be Polly Thurston, Homelessness Projects Co-ordinator. They will supervise your volunteering work and provide relevant support and guidance. Your volunteering work will be reviewed by your supervisor during the placement.

Times of attendance:

We will discuss with you the amount of time you are willing to commit to volunteering, when you will be available each week/month and how your availability will fit in with our needs. If, for any reason, you will not be attending as we have agreed, we would be grateful if you could let your supervisor or other senior managers know asap. If we have no work for you we will let you know as soon as possible.

Risk assessment:

If appropriate, a risk assessment will be carried out by your supervisor.

Confidentiality and Data Protection:

In the course of your Volunteer Placement you will come across confidential information about the organisation, its staff, its clients and third parties. You must respect this confidentiality at all times, whether during or after your period of voluntary work and agree to adhere to the following terms:

- I will not use confidential information for my own benefit or disclose the information, except where required or authorised to do so by a Senior Manager of CHS, a Court of Law or any authorised or enforcement agency such as the police. Confidential information includes (but is not limited to) financial information, commercial information, technical information, sales and marketing information and trade secrets (whether obtained verbally or from data held by CHS).
- I will refrain from revealing or using confidential information regarding systems and programme design and data for personal gain;
- I will refrain from using CHS ICT equipment and accessing the Internet except when authorised to do so and only for official business on behalf of CHS as unauthorised usage could result in damage to the equipment and loss of stored data.
- I undertake to familiarise myself with the Data Protection Policy and any departmental procedures set down by CHS as a result of Data Protection legislation and understand that CHS is obliged to view any breach of these procedures as a serious matter. Volunteers working for CHS are required at all times during their placement to comply with the provisions of Data Protection legislation and with any associated policy introduced by the organisation.
- I will not collect personal data and/or sensitive personal data (eg. ethnic origin, religious beliefs or health information etc) relating to members of staff, clients or third parties or disclose this data to anyone other than certain named employees of the CHS Group, unless this has been explicitly authorised.

No assumptions should be made about sharing of personal and confidential data with other employees or third parties. If in doubt, please seek advice from a senior member of staff.

All correspondence and all documents, papers and records which may have been prepared by you or have come into your possession in the course of your voluntary work (except those which may be considered by CHS to be in the public domain) and all electronic equipment, computer software or hardware or other property used in connection with CHS operations are the property of CHS and must be returned upon request and in any event when your placement with CHS finishes.

Policies and Procedures

You are expected to abide by the organisations policies and procedures relevant to your voluntary work, particularly those relating to health and safety. You will be notified of relevant policies and procedures at the start of the placement and/or provided with a copy for your information.

Termination

This agreement can be terminated by either side, with or without notice.

Undertaking

I understand that work I carry out under this agreement will be unpaid. CHS will reimburse me for all reasonable and proper expenses which are incurred in performing the tasks listed above, subject to the approval of a senior manager of CHS and the provision of evidence of expenditure as may reasonably be requested by CHS to support my application for the payment of expenses.

I also understand that I am not entitled to any benefits offered to employees of CHS, including the Pension Scheme, due to the voluntary nature of duties I will perform. As I am not an employee of CHS, I will not be entitled to any compensation for loss of office if this Volunteer Agreement is terminated for any reason.

I accept the terms of this Volunteer Agreement and understand my role. In the event of any concerns or problems relating to the placement, I will speak to my supervisor.

Full Name:	
Signed:	
Date:	

Please return a signed copy to the HR Team