

## **Volunteer Agreement**

We value the roles that volunteers play within the NMC. The skills and experiences of volunteers enhance and enrich the work of staff team and the lives of our wider community enabling us to do more.

This Volunteer Agreement describes the arrangement between the Neuromuscular Centre 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 with us rewarding. We hope that you enjoy volunteering with us!

### **Part 1: the NMC commits to the following:**

#### **1. Induction and training**

- To provide thorough induction on the work of the NMC, its staff, your volunteering role and the induction and/or training you need to meet the responsibilities of this role.

#### **2. Supervision, support and flexibility**

- To explain the standards we expect and to encourage and support you to achieve and maintain them.
- To provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems.
- To do our best to help you develop your volunteering role with us.

#### **3. Expenses**

- To repay expenses including travel to and from home to NMC and any required as part of your volunteering role.

#### **4. Health and Safety**

- To provide adequate training and feedback in support of our health and safety policy.

#### **5. Insurance**

- To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.

#### **6. Equal opportunities**

- To ensure that all volunteers are treated in accordance with our equal opportunities policy.

#### **7. Problems**

- To try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with us.

### **Part 2: the volunteer I agree:**

- To perform my volunteering role to the best of my ability.
- To follow the organisation's procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and clients.
- To maintain the confidential information of the organisation and of its clients.
- To meet time commitments and standards agreed to and to give reasonable notice so other arrangements can be made when this is not possible.
- Where applicable - To provide referees as agreed who may be contacted, and to agree to a DBS check being carried out where necessary.
- To NMC storing my personal information for purposes relating to the volunteering role

### Part 3: Ending the Agreement

This volunteer agreement is a statement of mutual expectations and is not intended to create a legally binding contract. We hope that your volunteering experience will be positive and rewarding, but we recognise that circumstances can change.

- **By the volunteer:** You are free to end your volunteering role at any time. We would appreciate, where possible, some notice so that we can make alternative arrangements.
- **By the organisation:** Occasionally, a volunteering role may not work out. The organisation reserves the right to end a volunteer placement at any time. Wherever possible, we will discuss this with you first and explain the reasons for our decision.
- **Mutual respect:** Whether the decision is made by you or the organisation, we will always seek to handle the ending of a volunteering arrangement in a respectful and supportive way.

NMC Contact Name: .....

Volunteer Name: .....

NMC Contact Signature: .....

Volunteer Signature: .....

Date: .....

Date:.....

### Confidentiality Agreement for Volunteers

The NMC must be able to trust its volunteers with personal information about people using its services. As a volunteer you may hear personal or sensitive information which is not to be repeated outside of the NMC. Due to this it is important that you agree to maintain this level of confidentiality by signing below.

Signature: .....

Date: .....