

Volunteer Agreement

Between (Name) of (Address) and (establishment name e.g. school)

This agreement sets out the terms and conditions of your volunteering with (establishment name) and constitutes the terms of engagement for the duration of your role.

Role: **(Role Name)**

Date of Commencement:

Date of Termination:

Remuneration: **Unpaid volunteer role, with reimbursement for expenses.**

In undertaking the role as volunteer, and in line with the related role profile, I agree to:

1. Exercise due care and diligence in carrying out my role and responsibilities.
2. Comply at all times with the requirements of the named establishment and with all applicable laws relevant to fulfilling my obligations to the named establishment.
3. Consult to undergo a police and/or reference and/or background checks when requested by the named establishment.
4. Undertake any training and meet accreditation requirements, as appropriate.
5. Respect the privacy of persons served by the named establishment and hold in confidence private and personal information collected by the named establishment.
6. Immediately advise the named establishment of any matter of which I am involved that has or could lead to a criminal conviction.
7. In carrying out my role and responsibilities for the named establishment, I agree:
 - To represent the GFG Foundation with professionalism and be responsible for conducting myself with courtesy and appropriate behaviour;
 - To conduct myself in a respectful manner, exhibit good conduct and be a positive role model;
 - To display respect and courtesy for children and young people, other volunteers, staff, contractors etc.;
 - To provide a safe environment by not harming youths or adults in any way whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect or other harmful actions;
 - To work cooperatively as a team member with the staff of the named establishment and other volunteers;
 - To follow through and complete accepted and expected tasks;
 - To copy and distribute materials only for the purposes of the named establishment and GFG Foundation and will not use them without the prior written consent of the named establishment;
 - Not use those materials in any way which would bring the named establishment or GFG Foundation into disrepute;
 - That once my role with the named establishment ends, I will immediately stop all use of the materials;

- That any improvements or developments or new versions of the materials, including new materials I create based on or incorporating them, belong to the GFG Foundation and I assign all rights, including intellectual property rights to the GFG Foundation.

The GFG Foundation agrees to:

1. Explain the rights and responsibilities of volunteers;
2. Provide support, supervision and training to enable volunteers to undertake their roles;
3. Respect the privacy of volunteers and hold in confidence private and personal information collected by the named establishment;
4. Treat volunteers with respect in line with equal opportunity requirements.

The GFG Foundation has provided me with a description of my role and responsibilities, and the requirements and fundamental principles of the programme to which I am volunteering to assist which I have read and understand. I will comply with all of these requirements.

I am aware of my obligations as outlined in this document and that my role as a volunteer in relation to the programme that I am assigned to may be terminated as a result of any breach by me of the undertakings in this document.

I agree to the above terms.

Volunteer name: _____

Volunteer signature: _____

Date: _____

Named establishment name: _____

Named establishment representative full name: _____

Named representative's signature: _____

Date: _____