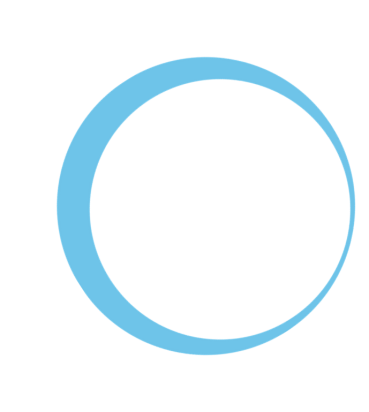
**Volunteer Agreement**

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

Volunteers are an important and valued part of CLAPA. We hope that you enjoy volunteering with us and feel a full part of our team. This agreement tells you what you can expect from us and what we expect from you.



We aim to be flexible so please let us know if you would like to   
make any changes and we will do our best to accommodate   
these.

**Part One: The Organisation**

**Induction and Training**

We will introduce you to how the organisation works and your role in it and provide any training you need. The **Volunteer Handbook** provides further details of the organisation.

**Supervision, Support and Flexibility**

We will ensure you have regular meetings with your key point of contact so that you can let us know how happy you are in your role and receive feedback from us.

**Expenses**

We will reimburse reasonable expenses incurred during your volunteering, and for travel to and from the location of your volunteering as per procedures in the **Volunteer Handbook**.

**Health and Safety**

We will provide adequate support in line with our **Health and Safety Policy**, a summary of which is in the **Volunteer Handbook**.

**Find the Volunteer Handbook online in the ‘Volunteering’ Section at www.clapa.com/  
volunteer-resource-centre**

**Insurance**

We will provide adequate insurance cover for volunteers whilst   
undertaking activities that are approved and authorised by us.

**Equal Opportunities**

We will ensure that all volunteers are treated in accordance with our Equal Opportunities Policy, a copy of which is set out in the Volunteer Handbook.

**Dealing with Problems**

We will try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with us. Find a copy of our Volunteer Problem Solving Procedure in the Volunteer Resource Centre under 'Volunteering'.

**Involve you in the Organisation**

We will respect your skills, dignity and individual wishes and to do our best to meet them. We will consult with you and keep you informed of changes that may affect you or your role.

**Part Two: The Volunteer**

**As a CLAPA Volunteer, we ask that you:**

* Carry out your role reliably to the best of your ability, and to give as much warning as possible whenever you cannot carry out volunteering duties
* Participate in support and supervision, and attend training as required for your role(s)
* Adhere to CLAPA’s policies and procedures, including health and safety, equal opportunities, safeguarding, data protection, social media, confidentially and expenses
* Commit to a role for an agreed period of time
* Be adaptable, flexible and willing to learn
* Be friendly, confident, enthusiastic, empathetic, non-judgmental, reliable and polite
* Are willing to work independently and as a part as a team
* Are able to use e-mail and internet
* Recognise boundaries and how and when to seek support
* Sign this volunteer agreement

**Name of Volunteer:**

**Signed: Date:**

**Name of CLAPA Key Contact:**

**Signed: Date:**

*Registered Charity England & Wales (1108160) and Scotland (SC041034)*