



Volunteer Agreement

Adopted by trustees: 22nd November 2024

Date to be reviewed: November 2026

Lead Person : Mary Kahn

Axminster and Lyme Cancer Support strives to ensure that volunteers are offered a positive experience during their time with the charity and that the expectations for both parties are met. In order to achieve this, the agreement, which is in no way legally binding, aims to identify the expectations of both parties in order to ensure an effective relationship during the period of the voluntary role.

A Volunteers Handbook has been produced which gives further information and guidance on the topics covered below.

Part 1 – The Charity

As part of this agreement Axminster and Lyme Cancer Support will:

- Recruit and manage volunteers in line with equality of opportunity, ensuring that all sections of the community are targeted and find the charity accessible
- Offer induction and training that meets the needs of the voluntary role
- Cover reasonable travel expenses.
- Provide ongoing supervision and support sufficient to the requirements of the role
- Provide adequate insurance cover for the needs of the volunteering role
- Provide a safe volunteering environment
- Provide written references after volunteers have completed their induction training and have carried out the role for one year.
- Try to resolve problems, grievances or difficulties that may arise during the period of volunteering
- Ensure that volunteers are aware of the work of the charity and have access to information such as the Axminster and Lyme Cancer Support newsletter and appropriate reports.

Part 2 – The Volunteer

As part of this agreement the volunteer will:

- Carry out the role in line with the service's policies and procedures
- Attend induction training, shadowing and additional training sessions, as required to carry out the role
- Attend individual and/or group supervision as required
- Follow all Health & Safety procedures outlined in the organisation's policies and through training
- Complete and return all required paperwork as advised by Axminster and Lyme Cancer Support, using designated systems where these are in place
- Respect the client group, Axminster and Lyme Cancer Support staff and other volunteers

- Maintain professional boundaries as required by the role. Including adhering to the Axminster and Lyme Cancer Support's Code of Conduct, maintaining confidentiality and dressing appropriately for the role
- Inform the Charity Managing Director or lead for event in advance if they are unable to attend their volunteering role as arranged and seek to find a replacement themselves. Inform the Charity managing Director if they would like to end their volunteering role
- Comply with all relevant legislation including, but not limited to, the Data Protection Act 2018.

This agreement is binding in honour only and neither party intends any employment relationship to be created as a result of this agreement.

Signed (Volunteer):

Name (Please print):

Date:

Signed (Volunteer Co-ordinator):

Name (Please print):

Date: