

## Volunteer agreement

Thank you for volunteering as a Reading Friend. This agreement sets out what you can expect from and what we hope from you.

We're always available to provide guidance and clarity on any aspect of your volunteering if you're unsure of anything.

**Your contact is:**  
**Contact number:**

**Note:** This agreement is in honour only and isn't intended to be a legally binding contract.

## Part 1: the organisation

**We will:**

### 1. Induction and training

- Introduce you to the organisation, the Reading Friends project and your role in it.
- Provide training to carry out the role, including:
  - An online one-hour Reading Friends induction session.
  - Safeguarding awareness training.
  -

### 2. Supervision, support and flexibility

- Explain the standards we expect for our services, and encourage and support you to achieve and maintain them.
- Provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems.
- Respect your skills, dignity and individual wishes and to do our best to meet them.
- Consult with you and keep you informed of possible changes.

### 3. Expenses

- Reimburse out-of-pocket expenses for travel/lunch accrued during volunteering, if suitable evidence is provided.

#### 4. Health and safety

- Apply our Health and safety policy, a copy of which can be found

#### 5. Insurance

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

#### 6. Equal opportunities

- Ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy of which can be found

#### 7. Problems

- Try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with us in line with our complaints procedure, a copy of which can be found

Name: ..... (organisation)

Signature: .....

Date: .....

## Part 2: the volunteer

### I agree to:

- Volunteer at the agreed time and date, to the best of my ability, and to give as much warning as possible whenever I cannot volunteer when expected.
- Follow ..... rules and procedures

Name: ..... (volunteer)

Signature: .....

Date: .....