

Salisbury City Council
Parks & Open Spaces Volunteer Agreement



Voluntary Role	
Usual place of volunteering & activity	
Contact details:	
Name:	
Address:	
Phone number:	
Email address:	

This Volunteer Agreement describes the arrangement between Salisbury City Council (SCC) 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 enjoyable and rewarding.

Part 1: the organisation

Your role as a member of the volunteer staff is to assist the Salisbury City Council to deliver activities and services to promote social inclusion and community development for the community of Salisbury and starts on the date that this agreement is signed.

Salisbury City Council commits to the following:

1. Induction and training

- To provide, where appropriate induction on the work of Salisbury City Council, its staff, your volunteering role and the induction/training you need to meet the responsibilities of this role.

2. Supervision, support and flexibility

- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them;
- To provide a named person who will meet 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. Health and Safety

- To provide training and feedback in support of our health and safety policy, copy of which is available on request.
- Provide appropriate P.P.E. (Personal Protective Equipment)

4. Insurance

- To provide adequate insurance cover for our volunteers whilst carrying out their volunteering roles which have been approved and authorised by us

5. Equal opportunities

- To ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy of which is available on request.

6. Problems

- To try to resolve fairly any problems, complaints and difficulties you may have when you volunteer with us;
- In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in the Volunteer Handbook

Part 2: The volunteer

We expect you:

- To help Salisbury City Council fulfil its commitment to the community.
- To perform your volunteering role to the best of your 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 the time commitments and standards which have been mutually agreed to and to give reasonable notice so other arrangements can be made when this is not possible.
- To provide referees as agreed who may be contacted, and to agree to a Disclosure and Baring Service check being carried out where necessary.

Volunteer Code of Conduct

Volunteers must:

- Act with integrity and honesty.
- Ensure that you are aware of and comply with the charity's policies.
- Undertake any necessary training for your role.
- Listen to and respect other staff, volunteers, beneficiaries and other stakeholders.
- Promote relationships that are based on openness, honesty, trust and respect.
- Treat everyone fairly and without prejudice or discrimination.
- Ensure language is appropriate and not offensive or discriminatory.
- Ensure any equipment is used safely and for its intended purpose.
- Challenge any unacceptable behaviour and report any breaches of this Code of Conduct or any concerns without delay to a trustee.
- Report any allegations/suspensions of abuse or fraud.
- Respect everyone's right to personal privacy and ensure that any personal information is kept secure and not disclosed.
- Volunteers are not obligated to work at specific times, but if you commit to doing something and are unable to, ensure that the charity is made aware as soon as possible.

Volunteers must not:

- Allow concerns or allegations to go unreported.
- Develop inappropriate relationships such as contact with children or vulnerable people that is not a part of the work of the Charity or agreed with the trustees.
- Share your personal contact details (mobile number, email or address) or have contact with a beneficiary or vulnerable person via a personal social media account.
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of anyone.
- Act in a way that can be perceived as threatening or intrusive.
- Make inappropriate promises to young or other vulnerable people, particularly in relation to confidentiality.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.

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Signed Volunteer

Date

Please email this form to parks@salisburycitycouncil.gov.uk

The data we will gather and hold will be managed in accordance with the Data Protection Act 2018 and General Data Protection Regulation (GDPR) 2018. Salisbury City Council will not disclose or share personal information supplied by you with any third party organisation without your consent.