



FUN, FRIENDS
AND FIRM
FOUNDATIONS

Volunteer Agreement

Our mission is to support the delivery of quality care and early learning for children. **Plaxtol Nursery School** encourages and welcomes volunteers. This agreement sets out the relationship between a volunteer and the organisation.

This agreement is binding in honour only. It is not intended by the parties to be a legally binding agreement, nor is it intended to create an employment relationship between us.

Referees

We require you to provide two referees. We may also require you to be checked by the Disclosure and Barring service.

Your role as a volunteer

The task that you will be asked to undertake as a volunteer are: ***[insert here the tasks to be undertaken by the volunteer]***.

What you can expect from us

Plaxtol Nursery School will provide you with:

- An introduction to the organisation and your volunteering role within it
- Training and support related to your responsibilities as a volunteer. We hope that you will take advantage of this to improve and maintain your skills
- You will be allocated a member of staff who will offer regular supervision with you
- A review of your volunteering role after [three/six] months. This will normally be carried out by your supervisor
- Personal liability insurance to cover you while you are fulfilling authorised volunteer work
- Injury insurance for injuries incurred while fulfilling your authorised volunteer work
- Reimbursement of your expenses. The organisation does not want you to be disadvantaged financially as a result of your volunteering. It will therefore provide you with your travel and subsistence expenses in line with our Finance Regulations.

All expenses must be submitted using the prescribed form, with receipts, to the manager. Expenses claims submitted by 4th of month will be paid on 15th of the same month.

What we expect from you

We will discuss with you the amount of time that you are willing to commit to volunteering. If, for any reason, you will not be available, we would be grateful if you could let us know as soon as possible.

Confidentiality

In the course of your volunteering you will come across confidential information about the organisation, its staff, its clients and third parties. You must respect this

confidentiality and not use the information for your own benefit or disclose the information, except where required or permitted to do so by law.

Policies

You will abide by **Plaxtol Nursery School** Health and Safety, Equal Opportunities Anti-Bribery and Whistleblowing policies. These can be found [**at Office/in the documents that have been given to you**].

Ideas and problems

You may have ideas for the better performance of your duties or of ways in which we can meet our objectives as an organisation. Please discuss these with your supervisor. You may run into problems when performing your duties. You should discuss any complaint or problems with your supervisor. Your supervisor will discuss with you any issues that he/she may have with your work.

Termination

Either you or the organisation can terminate this agreement with or without notice at any time.

I agree to abide by the terms of this volunteer agreement.

Signed Date

Name.....

Signed Date

On behalf of [**insert nursery name**] Name.....