PCC of [name of parish]

**VOLUNTEER AGREEMENT**

This volunteer agreement describes the arrangement between the PCC of the [Parish of xxx] and the volunteer. 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**

1. **Organisation**

Name and address of Parish

1. **Volunteer**

Name: XX

Address: XX
 Contact No: XX
 Email: XX

1. **Nature and purpose of voluntary work**

Your voluntary work will involve:

The duties which this voluntary work entails are set out in the role description attached to this statement. The role description may from time to time be amended by the PCC and in addition to the duties set out you may be requested to undertake additional or other duties as may be necessary.

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, but sets out expectations both of the PCC and the volunteer.

**4. Supervision and Support**

You will be supervised in these voluntary duties by Name and Role

**5. Date of Commencement**

This volunteer arrangement will begin on XXXXXX and will be reviewed annually.

**6. Place of Volunteering**

Your usual place of volunteering is [expected location] as required according to the role description.

**7. Reimbursement of expenses**

You may claim the reimbursement of expenses incurred which have been pre-authorised by XX.

**8. Hours of Availability**

You have agreed to be available for voluntary work as required.

If you are unavailable to assist for a period of time, it would be helpful if you advise XX giving as much notice as possible in order that the PCC may arrange alternative provision.

**9. Ending this Arrangement**

Should you wish to end this arrangement please inform XX

Should the PCC wish to end this arrangement they will discuss this with you. The arrangement will be reviewed as the PCC considers necessary and at least annually.

**10. Arrangements if there are problems**

If the PCC is dissatisfied with your work as a volunteer your supervisor will discuss this with you. If, after a reasonable time has been allowed for you to improve, there is still dissatisfaction with your work as a volunteer, this arrangement may be ended.

If you have a complaint or are unhappy in your work as a volunteer you should speak to your supervisor who will work with you to try to resolve the problem.

**11. Return of property on Leaving**

On request, and in any event on the ending of this arrangement for any reason, you are required to return to your supervisor any property, including any keys, computer hard and software including discs and all documents in whatever form together with all copies (irrespective of by whom and in what circumstances such copies were made) which are in your possession or under your control.

**12. Safeguarding**

The Parish of xxxx is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the Diocese’s Allegations Management procedure will be followed.

 **13. Confidentiality of information**

You may, as a volunteer for the Parish of xxxx, have access to or be entrusted with information that is deemed confidential. You shall not at any time during, or after the end of, your volunteering period disclose to any person, or make use of, such confidential information, unless disclosure is expressly authorised by the PCC.

 **14. Data Protection Act**

Under the Data Protection Act 2018 (revised to incorporate reference to the General Data Protection Arrangements of May 2018) all volunteers who have access to personal data whether on computer or other media are required to adhere strictly to the legal requirements for confidentiality. In particular this means information must not be passed on to unauthorised persons, that the individuals who share their information have the right to withdraw their consent, and that only personal data that is registered under the Act is processed. If in doubt, please discuss with the incumbent.

**15. Rules for volunteering**

You must agree to abide by the parish’s objectives, its equal opportunities policy, its health and safety policy, GDPR, confidentiality etc.. during the course of your volunteering.

***Signed*** ................................................................. ***Date*** ...................................

***Designation:*** [role] ***For:*** PCC of [name of parish]

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**Part 2: the volunteer**

I agree:

* To help the Parish of xxxxx through the offer of support to XXXXX
* To perform my volunteering role to the best of my ability;
* To follow the Parish’s procedures and standards, including safeguarding;
* To maintain the confidential information of the Parish;
* To meet time commitments and standards 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 DBS check being carried out where necessary.

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

***Please do not detach***

I acknowledge receipt and agree with conditions as set out in the Volunteer Agreement

***Signed***.................................................................... ***Date****…………………………*