**BDSL Volunteer Agreement**

Volunteers are an important and valued part of BDSL. We hope that you enjoy volunteering with us and feel a full part of our team.

This agreement tells you what you can expect from us, and what we hope from you.

**Your Volunteer role**

Your role as a volunteer is

 [*state nature and components of the volunteering role*] and starts on [*date*].

This volunteering role is designed to [*state how the volunteering role benefits the organisation*].

**You can expect BDSL to provide:**

**Induction and training**

* To provide a thorough induction on the work of BDSL, its staff, your volunteering role and the induction and/or training you need to meet the responsibilities of this role.
* To provide regular training that helps maintain health and safety and quality services for BDSL members

**Regular 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 with you regularly to discuss your volunteering and any successes and problems;
* To do our best to help you develop your volunteering role with us.

**Out of Pocket Expenses**

* To reimburse Out of Pocket expenses in line with the terms set out in the Volunteer Policy Document. These can include:
* Travel and costs of fuel used in the course of your volunteering for BDSL
* Meal expenses ( for full day’s volunteering only)
* Postage and telephone costs in connection with volunteering

Please be aware that total out of pocket expenses cannot exceed more than £5 a day

Please keep all your receipts and attach them to your claim form so that we can

reimburse your expenses.

**Health and Safety**

* To provide adequate training and feedback in support of our health and safety policy, a copy of which is attached to the Volunteer Policy

**Insurance**

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

**Equal Opportunities**

* To ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy of which is attached to the Volunteer Policy

**Problems**, **Complaints and Disputes**

* To try to resolve fairly any problems, complaints and difficulties you may have while you volunteer with us;
* In the event of an unresolved problem, to offer an opportunity to use the Volunteer Complaints and Disputes procedure to ensure fairness and transparency

**The volunteer**

We expect you:

* To help BDSL to [*describe role/function/services which the volunteer will be helping with*];
* 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 members;
* To maintain the confidential information of the organisation and of its members;
* 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 participate in training identified as important, particularly relating to health and safety, child protection and quality of service delivery
* To agree to a Criminal Records Bureau check being carried out where necessary.

**Signed: (Volunteer) ………………………………………….. Date: ……………………..**

**Signed: (BDSL Officer) ………………………………………….. Date: ……………………..**

*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 intends any employment relationship to be created either now or at any time in the future*