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**Volunteers Good Practice Agreement**

1. Volunteers have a responsibility to client confidentiality. Any information acquired during the course of the volunteers work that may be relevant to use our situation, should only be shared with the project staff, who themselves are required to maintain strict confidentiality.
2. Every Volunteer is responsible to the project organisers for their programme of work as an accredited volunteer.
3. The organisers shall describe the job/jobs as precisely as possible.
4. The volunteers will only work within the description of their jobs/jobs. Variation can only be made after consultation with the organisers.
5. Volunteers should be encouraged to claim out of pocket expenses from the project.
6. Volunteers are encouraged to ask for and attend training sessions.
7. Volunteers should expect support from organisers.
8. Volunteers are insured by the project. Volunteers should give the organisers any information that may affect their ability to undertake I given task. Failure to do so may invalidate any insurance claim made by the volunteer.
9. Every volunteer must read and agree to the projects good practise agreement and signify their willingness to abide by the agreement by signing the document in the presence of the senior worker.

Date:……………………………………………………….. Volunteer’s signature………………………………………………………

Senior Workers signature……………………………………………………..