



PEEC Family Centre

VOLUNTEER AGREEMENT

QMS 359

Name of Volunteer:

Introduction

This agreement has been drawn up to standards of personal and professional conduct, which will establish and sustain the highest reputation of PEEC Family Centre. It applies to all volunteers who are working to help achieve the aims of PEEC Family Centre. This agreement is to set out the rights and responsibilities of those volunteering for PEEC Family Centre.

It is not a legally binding document or contract and should not be interpreted as such.

Polish and Eastern European Christian Family Centre Ltd will:

1. Treat you with respect and value your ideas and opinions
2. Offer regular supervision and support to ensure you are having the best possible experience whilst you are volunteering
3. Provide relevant training for you to be able to perform your role description
4. Provide you with a reference if you would like to use your volunteering experience as an indication of your skills, experience and abilities to potential employers
5. Be sensitive and aware of different cultures, lifestyles, backgrounds and languages. If you have any particular support needs, you should feel confident that you can discuss these at the group supervision
6. Provide equality of opportunity – ensuring all individuals are given equal access to information, services and any other rights as a team member of PEEC Family Centre
7. Have a commitment to ensuring volunteering costs you no more than your time and according to our Volunteer Expenses Policy

As a Volunteer:

1. I will positively promote the reputation, integrity and aims of PEEC Family Centre Ltd. If I am unsure, I can speak to my supervisor
2. I understand that it is important to respect the law and any relevant policies and procedures at PEEC Family Centre whilst I am volunteering.
3. I will let PEEC Family Centre know if I have any personal interest, which may interfere with my ability to volunteer fairly and impartially.
4. I understand that I cannot accept any gift or money whilst volunteering at PEEC Family Centre, unless they are volunteer expenses of donation to the organisation.

Polish and Eastern European Christian Family Centre Ltd. Company No. 6020288

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Correspondence address: 26 Willingdon Road, Wood Green, London N22 6SB
Tel: 0208 8817366 *079 5657 1274* *Email:* *gosia.shannon@yahoo.co.uk*

5. I will treat all information relating to PEEC Family Centre as strictly private and confidential, unless I am told otherwise.
6. I will take care to understand the guidelines to being safe whilst volunteering.
7. I am aware that there are procedures for complaints and grievances, and will speak to my supervisor/ group supervision first to help me resolve any issues or concerns I have about my role, the membership of PEEC Family Centre.

I agree with the cod of conduct as detailed above.

Date:

Name:

Signature:

On the behalf of the PEEC Family Centre:

Name:

Signature:

The Volunteer Agreement was approved by PEEC Family Centre Ltd Board of Trustees on:

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