



CAISTER LIFEBOAT

VOLUNTEER AGREEMENT

This volunteer agreement is a description of the arrangement between us, Caister Volunteer Lifeboat Service Ltd (herein after 'CVLS') and you the volunteer (herein after 'volunteer') in relation to your voluntary service. The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one.

PART 1 - CVLS

We, CVLS, accept the voluntary service of _____

Beginning on _____

Your role as a volunteer is, but not limited to _____

This work is designed to enhance the perception of CVLS in the eyes of the community and promote the community's continued support.

CVLS commit to the following;

1) Induction and training;

- To provide through induction on the work of CVLS, its Mission statement, your volunteering role and the training necessary to assist you in meeting the responsibilities of your volunteering role.

2) Supervision, support and flexibility;

- To define appropriate standards of our services, to communicate them to you and to encourage and to support you to achieve and maintain them as part of your voluntary work.
- To provide the named contact who will meet with you regularly to discuss your volunteering and any other associated problems.
- To do our best to develop your volunteering role with us and to be flexible in how we use your volunteering.

3) Clothing;

- To make available clothing (uniform) chosen from a range free of charge. To be returned should you discontinue your volunteer donation. **4) Health and Safety;**
- To provide adequate training and feedback in support of our health and safety policy a copy of which is included with this document. **5) Insurance;**
- To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.

6) Equal opportunities;

- To ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy of which is available on request to a director.

7) Problems;

- To endeavour to resolve in a fair and just manner any problems grievances or difficulty which may be encountered while you volunteer with us.
- In the event of an unresolved problem the CVLS disciplinary and grievance procedure will be followed.



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PART 2 - THE VOLUNTEER

I _____ agree to be a volunteer with CVLS and commit to the following;

1. I understand that my volunteer service is donated and that I'm not entitled to nor expect any present or future salary, wages or other benefits for my volunteer service.
2. To help CVLS fulfil its public relationship with the community at large.
3. To perform my volunteering role to the best of my ability.
4. To adhere to the CVLS rules, procedures and standards, including health and safety procedures and its equal opportunities policy in relation to its directors, members and volunteers.
5. To maintain the confidential information of the CVLS and its clients.
6. To meet the time commitments to which I have agreed. In exceptional circumstances to provide reasonable notice such that alternative arrangements can be made.
7. To provide referee if requested 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 us and may be cancelled at any time at the discretion of either party.

Please specify where you would prefer to volunteer (e.g. shop/museum/admin etc.)

Volunteer signature

On behalf of CVLS

Agreement dated _____

Address: _____

Landline _____

Mobile _____

Email _____ Postcode: _____

Emergency contact: Name _____ Mobile _____ Relationship:

This information will be maintained by CVLS in accordance with the Data Protection Act (latest issue).

I acknowledge receipt of a copy of the Caister Volunteer Lifeboat Service Ltd. Health and Safety manual.

Signature _____ Date _____