

Volunteer Agreement Form

Joining Redbridge Matters as a Volunteer



Dear

Welcome onboard! Your role as a **Volunteer** is to assist **Redbridge Matters**.

The aim of your work is to ensure the highest standard of work is being produced in line with Redbridge Matters' vision and mission.

Part A:

You can expect Redbridge Matters to comply with the following terms of this agreement:

1. Induction

To provide you with an induction on the work of Redbridge Matters, its staff and your volunteering role responsibilities.

2. Supervision, support and flexibility

- To provide a named person (**Volunteer Manager**) who will discuss your volunteering and any successes and problems.

3. Health and safety

- Where required, to provide adequate training in support of health and safety policies.

4. Equal opportunities

- To ensure that you (like all volunteers) are dealt with in accordance with Equal Opportunities.

5. Solve Problems

- To try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with us.

Part B:

What Redbridge Matters expects from you as a volunteer:

1. Align with Redbridge Matters

- To help Redbridge Matters fulfill its role as detailed in its vision & mission statement;
- To perform your volunteering role to the best of your ability;
- To follow Redbridge Matters' procedures and standards in relation to its staff, volunteers and general public.

2. Maintain confidentiality and integrity

- To maintain the confidential information of Redbridge Matters, its staff and of its clients.
- 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 police check being carried out where necessary.

Part C:

Information that we need to keep on record for all volunteers, in line with UK GDPR laws

Personal information			
Surname		First name (s)	
Address			
Home tel. no. Mob tel. no.			
Email address			
Nationality			

Emergency contact details			
Name		Relationship	
Address			
Home tel. no.		Mobile no.	

Information we need in order to comply with section 15 of the Immigration, Asylum and Nationality Act 2006

Background information	
What is your citizenship status?	

By signing below, you are declaring that the information you have given above is true and accurate.

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.

Volunteer name: _____

Signature: _____ **Date:** _____

Authorised on behalf of Redbridge Matters by: _____

Signature: _____ **Date:** _____