

# Phoenix Youth Provision Volunteer Agreement



This Volunteer Agreement describes the arrangement between The Phoenix Youth Provision (PYP) and you. We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

## Part 1: The Organisation

Your role as a volunteer is Youth Support Worker and starts on May 1<sup>st</sup> 2024

You can expect PYP:

### 1. Induction and training

To provide a thorough induction on the work of PYP, its staff, your volunteering role and the induction and/or training you need to meet the responsibilities of this role. You will be provided with a staff handbook and essential policies which we expect you to read and follow. The Youth Development Coordinator, Bruce can explain the structure of the organisation.

### 2. Supervision, 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.

### 3. Expenses

- To reimburse necessary and agreed expenses. Please keep all your receipts to give to us when we reimburse your expenses.

## 4. Health and safety

- To provide adequate training and feedback in support of our health and safety policy.

## 5. Insurance

- To provide adequate Employee cover for volunteers whilst carrying out their volunteering roles which have been 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 our website, [PhoenixYouthProvision.org.uk](http://PhoenixYouthProvision.org.uk)

## 7. Problems

- 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 bring a friend with you and to discuss the issues with the Directors.

## Part 2: The Volunteer

We expect you:

- To help PYP fulfil its role/function/services which you will be helping with
- To perform your volunteering role to the best of your ability
- To read and follow the organisation's policies, procedures and standards, including safeguarding, health and safety, equality and diversity, and line working.
- To **maintain as absolutely confidential** the information of the organisation.
- 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 attend training and development sessions as requested by Directors.

- To provide referees as agreed who may be contacted, and to agree to a DBS check being carried out where necessary. To update Directors if any criminal behaviour has been committed.

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 intend any employment relationship to be created either now or at any time in the future.

Signed on behalf of PYP ..... Date .....

Volunteer Signature. .... Date.....

Name in Block Capitals .....