



Volunteering Agreement

This agreement is in honour only and is not a legally binding contract of employment. It sets out the core principles for volunteering with Somerset Wildlife Trust and its subsidiaries and the support and commitments that Volunteers may expect from the Trust.

Somerset Wildlife Trust will:

Provide you with a role profile, induction and designated contact, who may be a member of staff or another volunteer.

Ensure that voluntary opportunities are open and inclusive, as far as is practically possible.

Ensure you are in a safe working environment. Carry out, share and explain Risk Assessments as necessary.

Provide clear instruction, relevant training, Personal Protective Equipment and tools for the tasks that we ask you to carry out so that you can complete all aspects of your roles competently and safely

Provide Employers Liability insurance when you are carrying out agreed volunteering activities.

Provide out-of-pocket expenses as agreed with your staff contact in-line with the expenses policy.

Reply to queries within 10 working days of receipt; written or verbal. Provide a transparent complaints procedure.

Provide regularly communications via our e-newsletter (opt-in required) and annual events. Provide a meeting with your staff contact or volunteer coordinator if/when further support is requested or required.

Hold required personal data securely, confidentially and in-line with all current legislation. Regularly review personal data held.

Properly plan and budget for including volunteers in the work of SWT, endeavour to show our appreciation and to recognise the contribution of volunteers.

Protecting the species you love
in the county where you live

Volunteers are expected to:

Carry out their role to the best of their ability and adhere to their role description, unless it is agreed in advance an activity that goes beyond the remit of the role description. Consult their contact if they are ever unsure.

Always follow instructions, take note of risk assessments and adhere to safety working practices. Inform their contact if they have concerns or require clarification. Report all incidents, accidents or near misses.

Undertake relevant training.

Always represent the Trust professionally, speak well of the Trust publicly and interact courteously with the public when carrying out SWT business/activities. This includes online representation.

Take good care of SWT resources and equipment.

Inform their contact if there are changes in their circumstance including medical conditions or other situations that may affect their ability to undertake their volunteer tasks.

Respect confidentiality of information.

Provide the Trust with required personal details and notify the Trust of changes e.g. change of address.

Undergo a Disclosure and Barring Service check at the appropriate level, if they will be working with children or adults at risk, accessing personal data or be responsible for Trust money.

Give as much or as little time as they consider appropriate to them.

Signed by Volunteer

Date:

Signed by Volunteer Coordinator

Date: