

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 can expect from the Trust.

Somerset Wildlife Trust will:

- Provide you with a role profile, induction and designated staff contact
- Ensure that voluntary opportunities are accessible and inclusive, as far as is practically possible
- Ensure you are in a safe working environment. Risk assessments will be carried out, shared and explained as necessary
- Provide clear instruction, relevant training, PPE and tools for the tasks we ask you to carry out, to ensure you can complete all aspects of your role competently and safely
- Provide out-of-pocket expenses, as agreed with your staff contact in-line with our Volunteer Expenses Policy
- Reply to queries within one month of receipt; written or verbal
- Provide a transparent complaints procedure
- Provide regular communications via our e-newsletter (opt-in required) and annual events
- Provide a meeting with your staff contact or the Volunteer Support Team if/when further support is requested or required
- Hold personal data given upon registration securely, confidentially and in-line with all current legislation
- Plan for, budget, recognise and value volunteers in the work of SWT
- Treat everyone with respect, dignity and compassion regardless of background or experience. SWT will not tolerate discrimination or inappropriate behaviour of any kind.

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 your staff contact if you have concerns or require clarification about the task you are being asked to undertake
- Always follow instructions, take note of risk assessments and adhere to safe working practices. Report all incidents, accidents or near misses
- Undertake training relevant to your role
- Always represent the Trust professionally, speak well of the Trust publicly and interact courteously with the public when carrying out SWT business and activities. This includes online representation.
- Take good care of SWT resources and equipment
- Inform their staff contact if there are any changes in their circumstance, including medical conditions that may affect their ability to undertake their volunteer tasks
- Provide SWT with required personal details and notify us of changes e.g. change of address
- Complete the annual data check.
- Respect confidentiality of information they may encounter when volunteering
- Undergo a Disclosure and Barring Service Check at the appropriate level, if they will be working with children, young people or people who may be more vulnerable to harm, accessing personal data or responsible for Trust money
- Give as much or as little time they consider appropriate to them and their role
- Treat all volunteers, staff and members of the public with respect, dignity and compassion regardless of background or experience. SWT will not tolerate discrimination or inappropriate behaviour of any kind.