###

### Swansea Carers Centre

**(The Charity)**

### Volunteer Agreement

I agree to become a volunteer with Swansea Carers Centre for the tasks detailed in the attached copy of the volunteer role description. I shall consult with my supervisor before undertaking any additional tasks. I agree to the responsibilities as set out in this agreement.

I accept there is no intention to create a legal relationship between myself and the Swansea Carers Centre; neither does it establish any contractual obligations between myself and the Charity. Further, I accept that in undertaking the tasks as a volunteer I am not an employee of the Charity

###  Mutual Commitment

This agreement is intended to show the Swansea Carers Centre commitment to make the volunteer experience an enjoyable and worthwhile one. It is binding in honour only, is not intended to be a legally binding contract between us and may be ended at any time at the discretion of either party. It is not intended that any employment relationship be created from this agreement either now or at any time in the future.

### Swansea Carers Centre

Swansea Carers Centre agrees to accept your service for the tasks detailed in the volunteer role description and commits to the following:

* To provide an induction on our work, our staff, and your volunteering role and to provide any initial training you need to meet the responsibilities of your role. You will also receive a Welcome Pack containing relevant information which includes our relevant policies and other documentation.
* To provide adequate and flexible supervision and support to you in your volunteering role.
* 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 problems.
* To do our best to help you develop your volunteering role with us.
* To repay expenses incurred during your volunteering, following the procedures in the Welcome Pack and our expenses policy.
* To provide adequate training in support of our health and safety policy, a copy of which is in the Welcome Pack.
* To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.
* To ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy of which is set out in the Welcome Pack.
* To try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with us.

###

###  The Volunteer

I agree:

* To respect the values and principles of the Swansea Carers Centre’s and to adhere to the Charity’s rules and procedures.
* To be loyal to and positively promote the reputation, integrity and aims of Swansea Carers Centre, avoiding any act which may bring the Charity into disrepute.
* To carry out my duties and conduct myself in accordance with the Charity’s volunteering policy.
* To perform my volunteering role to the best of my ability.
* To treat all information relating to carers, people with care needs and the Charity’s as strictly private and confidential.
* To only act within the limits of any authority given to me.
* Not to accept any money unless they are donations to the Charity. Volunteers will not knowingly enter into financial transactions or be a signatory or beneficiary of a will or legal document (including cheques) for people using services provided by Swansea Carers Centre.
* Not to accept any gift (other than a small token agreed by the line manager)
* To meet volunteer commitments as agreed with manager. In the event of being unable to meet those commitments reasonable notice will be given so other arrangements can be made.
* To treat all carers and people with care needs with respect and sensitivity, recognising the dignity and value of each person we provide a service for. Also recognising the right of the person with care needs to self-determination, in so far as they are able to exercise choice responsibly, must be upheld.
* To respect the privacy and personal choice of lifestyles, customs, values and spiritual beliefs of those in whose homes you may work acting with respect for their property and residence. This will include not smoking, drinking alcohol or taking illegal substances whilst on duty, not using the client’s telephone except in an emergency, nor taking pets or any individual not connected with Swansea Carers Centre into their home.
* To ensure that all health and safety rules are adopted taking reasonable care to ensure the health and safety at work of myself and those with whom I am working.
* To be committed to the principle of equal opportunity regardless of race, gender, marital status, sexual preference, age, ethnic origin, disability or religion, both in the provision of services and in employment practices.

Signed (by volunteer) Date:

Signed (by volunteer coordinator) Date:

 **Data Protection Act 1998 Consent**

 **GDPR 2018**

**Personal information on trustees, employees and volunteers**

Information gathered by the charity during the process of recruitment and employment will be held in confidential personnel files, used only for the purpose for which it was supplied and accessed only by the designated members (Director, SMT, Finance Officer, Volunteer Coordinator, Chair of Trustees) of the charity. This information may not be disclosed without the consent of the individual, unless required by law.

Accordingly we need your consent to the holding and use of such data by the Charity. Full details of how we look after your information and the lawful basis of why we collect this information can be found in our

Data Protection and Confidentiality Policy and Code of Practice (GDPR) Policy and Privacy Statement

### Data Protection Act 1998 / GDPR 2018 Consent

I am a volunteer with Swansea Carer’s Centre and consent to it holding my personal data.

Signature:…...…………………………………………………………………………………

Date: …………………………………………………………………………………………..