Volunteer Agreement

This agreement is made between:

Charity Name: Vision 4 Youth
Registered Address: c/o Council Office, Reading Road, Yateley, GU46 7RP
Volunteer Name:
Address:
On: (date) ……..

It is subject to the completion of any necessary checks, such as take up of references, and identity, right to work and DBS checks, as applicable.

Nature of Agreement – in order for any organisation to work well and keep everyone safe, everyone in it must understand, accept and comply with its policies and procedures. This agreement is intended to do this by ensuring our charity provides the opportunities and support to the named volunteer and the volunteer understands their obligations in return. Thank you for volunteering for our important charity!

It is not an employment contract; this is an unpaid volunteer role and neither you nor we intend any employment or other worker relationship to be created. We welcome volunteers from all backgrounds.

Responsibilities – supporting staff at any clubs or events run by Vision 4 Youth in line with Our Aims (see https://vision4youth.org.uk)

Policies and Procedures - the charity will ensure that you are made aware of and have access to any relevant policies and procedures, such as safeguarding and IT use policies. You agree to comply with these and, if in any doubt, will seek guidance from us.

Confidentiality - you will safeguard and not use or disclose any confidential information you have access to, either whilst volunteering, or afterwards.

Payment - may be made for reasonable out of pocket expenses, subject to seeking approval in advance and complying with the charity's expenses policy.

Authority – you may not enter into agreements, or commit or pay charity funding to anyone, unless you have been given prior, written and specific authorisation by the charity.

Data Protection– you consent to the processing of personal data including sensitive personal data and, if you will be processing sensitive data of others, compliance with our data protection procedures.

Safety & Support - We are committed to creating an inclusive and supportive environment. If you have a disability, health condition, or personal circumstances, such as dietary needs or preferences, please let us know so we can discuss any reasonable adjustments that may be needed to ensure you are able to volunteer with us safely, comfortably and effectively. The Manager (currently Abby Roper) is your point of contact.

Training - you must undertake any mandatory training required to carry out your role within a reasonable timeframe.

Communication - you will maintain effective communication with your volunteer coordinator or other nominated point of contact. This includes promptly responding to messages, attending virtual meetings or check-ins, seeking clarification or guidance when needed, any support you feel you might need and reporting any concerns that you may have.

Representing the Charity - posting about volunteering with our charity is very welcome but you must not represent the charity, or appear to represent the charity, unless you have been authorised to speak on our behalf. If you post anything that relates to the charity or your role with us, you agree to not use language that may reasonably be seen to be inflammatory, offensive, or contrary to the charity's values, and to not include issues that may reasonably be seen as contentious or political in nature.

Charity Property - you will safeguard and, on leaving, return any keys or equipment, such as banking devices, phones and laptops, and data or imagery.

Access to Systems - Access to any equipment, such as a laptop and any systems is to be kept confidential and any changes to passwords sent in writing to the Manager and handed over on leaving. This is to ensure the charity can access these, if you fall ill or similar. For example, for laptops, phones, or banking devices.

If you set up or have access to or control of an external system used by the charity, such as a social media account, you must notify any changes to passwords, pin codes, 2 factor authentication, or other access measures, to the Manager.

Ending This Agreement - this agreement maybe ended by you or the charity at any time.

Version dated September 2026