



SHOOTING STAR CHASE/VOLUNTEER AGREEMENT

Volunteers are vital to the work of Shooting Star Chase. We hope that you enjoy your volunteering with us and feel part of our team.

This agreement sets out our mutual aims and responsibilities towards each other. We aim to be flexible and are always happy to discuss your individual situation/needs:

Shooting Star Chase's responsibilities:

- ◆ To offer equal opportunities to everyone who wants to volunteer.
- ◆ To make all volunteers feel appreciated, encouraged and valued
- ◆ To offer a clear volunteer support framework with trained staff to guide and advise you.
- ◆ To match your skills and experiences with the right role for you.
- ◆ To make you feel your contribution is valued, to celebrate success and recognise loyalty and dedication.
- ◆ To offer appropriate training and support for your role, with a staff member as your key contact.
- ◆ To demonstrate how your contribution fits into the work of the charity and to keep you up to date with information about our work, policies and procedures.
- ◆ To make necessary arrangements to ensure your health, safety and welfare as a volunteer.
- ◆ To have respect. We will listen to all our volunteers and consistently encourage two-way communication and encourage a positive and friendly atmosphere.
- ◆ To apply our complaints policy if there is a problem.

Your responsibility and commitment as a volunteer:

- ◆ To aim for high standards of efficiency, reliability and commitment in your volunteering.
- ◆ To provide referees as agreed who may be contacted, and to agree to a DBS check being carried out where necessary.
- ◆ To work in partnership with other volunteers, staff and our supporters. To act responsibly and within the law.
- ◆ To support, respect and adhere to our volunteer organisational policies, guidelines and management decisions – including all aspects of equal opportunities, health and safety, safeguarding children and vulnerable adults, confidentiality, data protection and use of our brand.
- ◆ To uphold the name of Shooting Star Chase at all times and protect our reputation in your actions and conduct.
- ◆ To attend relevant training where required.
- ◆ To let your staff contact know if you have any problems so that we can find a solution together.
- ◆ To let your staff contact know if there are any changes in your personal circumstances that may affect your volunteering.
- ◆ To volunteer to the best of your ability and to give us as much warning as possible whenever you cannot attend.

- ◆ Both parties understand and agree that this does not form a contract of employment and that the volunteer is neither an employee nor a paid worker.

On Behalf of SSC

Signature:..... Signature.....

PrintName..... Print Name.....

Date..... Date.....