



## **Volunteer Agreement**

This Volunteer Agreement is a description of the arrangement between us, (*Brighton Yoga Foundation*) herein referred to as BYF, and you [ ], the volunteer in relation to your voluntary work. The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one.

### **Part 1 Brighton Yoga Foundation**

We, *Brighton Yoga Foundation*, accept the voluntary service of [ ].

Your role as a volunteer is: [ ]. This role is not a paid position, however basic expenses are offered and explained in point 9.

We commit to the following:

#### **1. Induction**

- To provide all the information necessary to assist you in meeting the responsibilities of your volunteering role.

#### **2. Supervision, support and flexibility**

- To define appropriate standards of our services, to communicate them to you and to encourage and support you to achieve and maintain them as part of your voluntary work.
- To provide a main point of contact, and where possible a trustee at The Brighton Yoga Foundation available as required to discuss your volunteering and any associated problems and arrange face to face meetings on occasion if required.
- To do our best to help you develop your volunteering role with us should this be required and to be flexible in how we use your volunteering to the best of our ability with the tasks available.
- To provide you with feedback at the end of your volunteer role with us and to give you the opportunity to give feedback on your role to The Brighton Yoga Foundation. If an on-going volunteer role, then to provide scheduled regular feedback.

To have in place the appropriate level of employer's liability insurance to cover volunteers for any necessary purposes in which we are obliged to do so.

#### **6. Equal opportunities**

- To ensure that all volunteers are dealt with in accordance with statutory equal opportunities regulations BYF's equal opportunities policy can be found [here](#).

## 7. Safeguarding and Grievances

- To endeavour to resolve in a fair and just manner any problems, grievances or difficulties which may be encountered while you volunteer with us.
- In the event of an unresolved problem to offer an opportunity to discuss the issues.
- BYF's Volunteering Policy and Procedure can be found [here](#) and all volunteers are required to read this and keep up to date with any changes highlighted to them by BYF
- Any volunteer that will be working with Children or vulnerable adults must have a valid and up to date DBS certificate and a copy provided to BYF upon signing of this agreement.
- All volunteers must make themselves familiar with the BYF Safeguarding Policy [here](#) and follow the reporting process for actual or suspected misconduct of any kind.

## 8. Health and safety

- BYF shall provide the volunteer with adequate training and feedback in support of health and safety requirements, as appropriate and the volunteer agrees to adhere to all health and safety procedures and policies in place to keep themselves and others safe throughout the duration of this agreement.

## 9. Expenses

- BYF will reimburse reasonable travel and meal expenses incurred by you, the volunteer in doing your voluntary work in accordance with the procedures set out in the Volunteers agreement. Your expenses must be agreed invoicing by a member of the board of Trustees.

## Part 2 The volunteer

I, [ ], agree to be a volunteer with *Brighton Yoga Foundation* and commit to the following:

1. To support *Brighton Yoga Foundation* in [ ]
2. To perform my volunteering role to the best of my ability
3. To adhere to the organisation's rules, procedures and standards in relation to its staff, volunteers and clients.
4. To maintain the confidential information of the organisation and of its clients
5. To follow the law in relation to the Data Protection Act 2018, the General Data Protection Regulation UK and any other relevant Data protection act or regulation and as may be amended from time to time.
6. To meet the time commitments and standards undertaken.

7. To consider the tasks required carefully alongside existing personal and work commitments and to meet my agreed volunteer role time commitment of [ ] per week and to remain in the volunteer role until [ ]
8. To make every effort to provide a month's notice in the event of a change in personal circumstances so that alternative arrangements can be made to provide cover.
9. To provide referees if required who may be contacted and to agree to a police check being carried out where necessary.
10. To hold qualifications and/or the relevant experience for any volunteer tasks you have agreed to undertake for BYF and to inform BYF immediately should you require support in your role or feel unfit in any way whatsoever to perform any tasks requested from you.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither BYF or the volunteer intends any employment relationship to be created either now or at any time in the future.

Signed: .....  
Volunteer signature

.....  
On behalf of (BYF)

Date: