



THE URSULINE PREPARATORY SCHOOL ILFORD

VOLUNTEER AGREEMENT

This Volunteer Agreement describes the arrangement between The Ursuline Preparatory School Ilford and you. We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

Part 1: THE URSULINE PREPARATORY SCHOOL ILFORD

Your role as a volunteer is:

Date from: _____ to: _____

Extension of Placement Dates agreed from: _____ to: _____ by: _____ HR Notified

This volunteering role is designed to benefit the School by

WHAT YOU CAN EXPECT FROM THE URSULINE PREPARATORY SCHOOL ILFORD:

1. INDUCTION AND TRAINING

- To provide a thorough induction, including Safeguarding, on the work of The Ursuline Preparatory School Ilford, its staff and your volunteering role. Identify any specific training you need to meet the responsibilities of this role. The Staff Handbook provides full details of the School.

2. SUPERVISION, SUPPORT AND FLEXIBILITY

- To explain the standards we expect and encourage/support you to achieve and maintain them;
- To provide a named person who will meet with you regularly to discuss your volunteering including any successes and concerns;
- To do our best to help you develop your volunteering role with us.

3. HEALTH AND SAFETY

- To provide adequate training and feedback in support of our Health and Safety Policy.

4. INSURANCE

- To provide adequate insurance cover for volunteers whilst carrying out their volunteering roles which have been approved and authorised by us

5. EQUAL OPPORTUNITIES

- To ensure that all volunteers are dealt with in accordance with Equal Opportunities Policy.

6. CONCERNS

- To try to resolve fairly any concerns, complaints and difficulties you may have while you volunteer with us.

**Part 2:
THE VOLUNTEER**

We expect you:

- To perform your volunteering role to the best of your ability;
- To follow the School's procedures and standards in relation to its staff, volunteers and pupils including:

Safeguarding;
Health and Safety; and
Equal Opportunities
- To maintain the confidential information relating to all aspects of the School;
- To meet the time commitments and standards which have been mutually agreed to and to give reasonable notice so other arrangements can be made when this is not possible;
- To provide referees as agreed who may be contacted, and to agree to DBS check/Barred List check being carried out where necessary.
- 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 of us intend any employment relationship to be created either now or at any time in the future.

This Volunteer Agreement was made today:

Date

Between:

THE URSULINE PREPARATORY SCHOOL ILFORD

and

Signed

Headteacher/Deputy Head

Signed

Volunteer

cc: Prep School
Volunteer
HR Officer