



Volunteer Agreement

The following agreement is made between the volunteer and Bridges Centre and aims to provide clarity about roles and responsibilities.

Bridges Centre undertakes to ensure that all volunteers are:

- Aware of the Organisations policies and procedures, relevant to their role.
- Provided with Introductory training.
- Provided with safety information regarding the individuals they are supporting.
- Insured
- Supervised and supported by a co-ordinator as required

In exchange, volunteers are expected to:

- Work within the organisations existing policies and procedures.
- Respect the confidentiality of information received.
- Attend relevant training.
- Commit to the agreed Volunteer arrangement and notify your supervisor if this is not possible.
- Follow a non-judgemental and inclusive approach to supporting people.
- Work under the direction of the co-ordinator.
- Inform the co-ordinator of any changes in personal circumstances or health which might affect the volunteer role.
- Discuss any concerns regarding individuals with the co-ordinator.
- Ensure that the vehicle insurer is informed of volunteer driving and transporting beneficiaries so that appropriate cover is in place, and provide documentary evidence of this.
- Keep a record of volunteering activities in diaries to support evaluation of our work.

Boundaries

Personal or medical care will not be the role of the volunteer. This will be the responsibility of the family/carer or paid home care staff, who have received training to carry out the role.

Your involvement is greatly appreciated and there may be times when beneficiaries offer monetary gifts. These should be declined and the co-ordinator informed. Donations to Bridges Centre projects can be accepted and should be processed through the Co-ordinator. If small tokens such as chocolate or flowers are offered, this is acceptable but should be noted in your diary and the co-ordinator informed.

Volunteer Signature Date.....

Co-ordinator Signature Date.....

