

Volunteering arrangements with Rett UK

This document describes the arrangements between Rett UK 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.

What you can expect from Rett UK

Your role as a volunteer is [state nature and components of the work] and starts on [date]. This work is designed to [state how the work benefits the organisation]. You can expect Rett UK:

You can expect Rett UK:

1. Induction and Training
 - To provide thorough induction on the work of Rett UK, its staff, your volunteering role and the induction and/or training you need to meet the responsibilities of the role.
2. Supervision, support and flexibility
 - To explain the standards, we expect for our services and to encourage and support you to achieve and maintain them;
 - To provide a named person who will be in contact with you regularly to discuss your volunteering and any successes and problems;
 - To do our best to help you develop your volunteering role with us.
3. Expenses
 - To repay these out of pocket expenses following Rett UK's Expenses Policy
4. Health and safety
 - To provide adequate training and feedback in support of our health and safety policy, a copy of which is in Policy and Procedures folder.
5. Insurance
 - To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.
6. Equality and Diversity
 - To ensure that all volunteers are dealt with in accordance with our equality and diversity policy, a copy of which is in the Policies and Procedures folder.

Problems

- To try and resolve fairly any problems, grievances and difficulties you may have while you volunteer with us;
- In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in the Volunteer Policy.

What Rett UK would expect from you

We expect you to:

- To help Rett UK fulfil its services and obligations;
- To perform your volunteering role to the best of your ability;
- To follow the organisation's procedures, values and standards, including health and safety and equal opportunities in relation to its staff, volunteers and clients;
- To maintain the confidential information of the organisation and of its clients;
- To meet time commitments and standards 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 a DBS check being carried out where necessary.

This document is not intended to be 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 any time in the future.

I have read and understood this document.

Signed

Date

Name: