

Volunteering at [project name]

What [project name] will do

1. Provide clear information about the tasks involved in the volunteering role and give guidance and training so that you can undertake these tasks confidently
2. Provide an induction to the venue and project- to give you an understanding of how the venue works and also what the aims of our project are.
3. Ensure you understand relevant health and safety and child protection procedures and give you any information or equipment needed to follow them.
4. Agree times, dates and roles in consultation with you to ensure that that are mutually suitable
5. Give you the name of the person who will be your first point of contact and who will provide you with supervision and support.
6. Work to ensure our recruitment and selection of volunteers adheres to equal opportunity practices and that we make any reasonable adjustments needed to allow you to volunteer here.

What we expect from all volunteers

1. To support the work of [project name] through your volunteering and to complete tasks to the best of your ability.
2. Be polite and welcoming to audience members, colleagues, companies and other volunteers. Remember that at all times when you are volunteering here you are representing [project name] and so please behave as such. Please dress appropriately and do not swear or use offensive or aggressive language or behaviour.
3. Never arrive to volunteer whilst under the influence of alcohol or drugs and do not bring alcohol or drugs onto the premises.
4. Work under the organisation's equal opportunities policy, adopting a positive approach to others regardless of age, gender, religion, sexuality, ethnicity, disability or social background.
5. Listen to information given to you in your induction and about health and safety and child protection procedures and apply this in all of your volunteering tasks.
6. Remember that you may have information about [project name] that is confidential and not to share any information that is not already with those outside of [project name].
7. Please always ring [contact name] on [contact number] if you are running late or unable to make your volunteering session. We ask that you are honest about your level of commitment and availability from the start and only offer to do volunteer sessions that you feel you will be able to complete.

Please sign and date to show you have read this information about volunteering for [project name] and have been given the opportunity to ask questions about it.

Name:

Signature:

Date: