

DUNCHURCH PARISH COUNCIL & COMMUNITY LIBRARY

Volunteer Agreement

Volunteers are an important and valued part of **Dunchurch Community Library**. We hope that you enjoy volunteering with us and feel a full part of our team.

This Agreement tells you what you can expect from us, and what we hope from you. We aim to be flexible, so please let us know if you would like to make any changes and we will do our best.

We, Dunchurch Community Library, will do our best:

- To introduce you to how the organisation works and your role in it and to provide any training you need.
- To provide regular meetings with your manager so that you can tell us if you are happy with how your work is organised and get feedback from us.
- To respect your skills, dignity and individual wishes and to do our best to meet them.
- To pay your expenses in accordance with the Volunteer Policy.
- To consult with you and keep you informed of possible changes.
- To insure you against injury you suffer or cause due to negligence.
- To provide a safe workplace.
- To apply our equal opportunities policy.
- To apply our complaints procedure if there is any problem.

Your Co-ordinator's name is **Janet Beaumont** with **Ann Wright, Tricia Knowles** and **Robin Aird** acting as assistant co-ordinators.

I,....., agree to do my best:

- To work reliably to the best of my ability, and to give as much warning as possible whenever I cannot work when expected.
- To follow Dunchurch Community Library rules and procedures, including Health and Safety, Equal Opportunities and Confidentiality, Confidentiality and Data Protection, and Safeguarding Vulnerable Adults, Young People and Young Adults policies.
More details on these issues are provided in the Volunteer Policy
- To be a member of the library and regularly borrow books.

Note: this agreement is in honour only and is not intended to be a legally binding contract of employment.

Signed on behalf of **Dunchurch Community Library**

Signed Volunteer

Date