



## Volunteer Agreement and Code of Conduct

**Name of Volunteer:** \_\_\_\_\_

**Fife College Manager:**

(Relevant curriculum or professional service manager) \_\_\_\_\_

**Fife College Named Person:** \_\_\_\_\_

This agreement should be read alongside our Volunteering Policy. This agreement is designed to assure you of our appreciation of your volunteering with us and indicates our commitment to do the best we can to make your volunteering experience a positive and rewarding one.

**The following has been agreed between Fife College and the Volunteer named above.**

The main responsibility of the volunteer is to be \_\_\_\_\_

The volunteer agrees to carry out their role to the best of their ability and within the aims and values of Fife College.

### Time Commitment

Following initial induction and training, your agreed time commitment is \_\_\_\_\_

### Support and Ongoing Training

Fife College agrees to fully support you. Your Named Person will have regular one to one support sessions with you, while you are volunteering with us. These will help you get the most from your volunteering, allow you to raise any issues you wish to talk about and help identify any relevant training opportunities.

### Expenses

The Organisation agrees to promptly pay travel and other out of pocket expenses incurred by the volunteer in their role. The Volunteer agrees to claim expenses regularly. Details of what may be claimed, is contained in the Travel and Subsistence Policy.

### Insurance

The Organisation agrees to provide the Volunteer with suitable employer's liability insurance while the Volunteer is working with us.

## Resolution of Problems

Volunteers have the right to discuss any concerns or complaints they have with their Named Person at any time. In line with Fife College's policies, if the Named Person is unable to address the volunteer's concerns, they will refer the matter to the Fife College manager associated with the volunteer.

Fife College agrees to provide Volunteers with a summary of relevant policies, dealing with issues such as safety, confidentiality and boundaries, as well as provide volunteers with appropriate training in these areas. Full copies of each policy are available for reference. Volunteers are expected to carry out their roles in accordance with these policies.

## Code of Conduct for Volunteers

I, \_\_\_\_\_ (Name of Volunteer)

agree to adhere to the following code of conduct for volunteers.

1. Under no circumstances should a volunteer speak inappropriately /negatively about another member of staff or volunteer to another person. If a volunteer has a genuine concern about one of the people they meet, the first person to speak to should be their Named Person.
2. Volunteers should refrain from talking about clients or their business, health conditions etc to other clients, volunteers, staff or members of the public. Any concerns should be brought to the attention of your Named Person.
3. Volunteers should never use language which could be interpreted as giving advice about specific medical conditions or medications. Clients should always be referred to appropriate medical professionals, if there are concerns.
4. Volunteers should never use language which could be viewed as being offensive, in terms of being racist, homophobic, ageist etc
5. A total no-smoking policy exists when volunteering in another person's property
6. It is important that volunteers see themselves as being members of Fife College (unpaid), whilst volunteering and they are expected to act in a professional manner, in line with paid staff.
7. Volunteers must be mindful that their behaviour whilst volunteering does not reflect badly on the respect which Fife College is held in by the local community.

I agree with the above.

**Signed:**  
**(Volunteer)**

**Date:**

**Signed:**  
**(Named Person)**

**Date:**