If you need help completing this form, please ask a member of staff; we’ll be happy to help you or complete it on your behalf. This is an agreement between Fenland District Council (FDC) and:

|  |  |  |
| --- | --- | --- |
| Name: |  | Address: |
| Date of Birth: |  |  |
| Contact Number: |  |
| Email: |  |

**VOLUNTEERING AGREEMENT**

Welcome to your volunteer role! We hope that you find your experience rewarding and enjoyable.

Please note that this is not a contract of employment.

|  |  |
| --- | --- |
| **Fenland District Council will agree to:** | **You agree to:** |
| Provide you with reasonable support and guidance throughout, plus your very own volunteer badge | Volunteer with Fenland District Council and other people involved, to promote the project in your community |
| Provide you with specific training relevant to the role *(*as required*),* including: Role Induction, Health & Safety, Understanding Risk Assessments, Recycling training, and others as outlined in your role description. | Maintain good regular communication with Fenland District Council on activities you undertake, and keep records up-to-date such as provide timesheets with approximate hours volunteered a week/month |
| Maintain good communication with you, and providing you networking opportunities between other volunteers involved | Where appropriate, refer residents and groups to Fenland District Council staff for further support |
| Provide you with a reference in relation to the volunteering | If required, have a Disclosure and Barring Service (DBS) check |
| Provide you with public liability insurance when undertaking Fenland District Council activities | Let us know if you can no longer volunteer and return any provided equipment |
| As required, provide you with appropriate safety clothing | Follow Health & Safety procedures and any relevant policies |
| Treat you with respect | Proudly represent Fenland District Council, and treat all people with respect. |

**Media Consent**

I , Choose an item. give consent for Fenland District Council to publish photographs, video or audio recordings of, or including, me in Fenland District Council publications or websites or in external outlets including newspapers or social media sites. These images can be used at any point in the future without limitation and without charge.

|  |  |  |
| --- | --- | --- |
| Name: |  | Signature: |
| Date: | Click or tap to enter a date. |

**Health Issues\***

\*If I am aware of any serious medical conditions, I will seek advice from my doctor before I start.

|  |  |
| --- | --- |
| Do you have any health issues we need to be aware of? |  |

|  |  |
| --- | --- |
| Are there any other particular issues or concerns we need to be aware of? |  |
| Are you currently pregnant? | Choose an item. |

|  |  |  |
| --- | --- | --- |
| Emergency Contact Name: |  | Address: |
| Contact Number: |  |  |
| Relationship to you: |  |

**Disability**

Do you consider yourself to be disabled, as defined by the [Equality Act](https://www.gov.uk/definition-of-disability-under-equality-act-2010)?Choose an item.

**Diversity Monitoring\***

*\*Monitoring information will be used to ensure fairness, help us see the overall profile of sorted volunteers and to identify any particular needs that you may have. This information is voluntary and will be held in confidence if provided. It will be destroyed should you decide not to undertake this role or if at any time you no longer wish to continue.*

**Ethnic Origin:** Choose an item.

**Gender:** Choose an item.

**Age:** Choose an item.

**Religion:** Choose an item.

**Convictions**

In respect of the [Rehabilitation of Offenders Act 1974](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974), do you have any unspent convictions or restrictions/other?

**Asylum**

Are you currently seeking asylum in the UK? Choose an item.

**Declaration**

I agree to my details being held on the Fenland District Council database and I agree to these details being used in the event of emergency. I also agree that any data I gather as part of volunteering will be used for the work of Fenland District Council. I certify that the information I have given is true and complete and I understand that I am responsible for my actions and will abide by the terms in the volunteer guidance. I also agree to have Fenland District Council send me information about volunteering upcoming recycling news and events and similar projects.

You can opt out at any time and you can leave your volunteering role at any time. Just email [gettingitsorted@fenland.gov.uk](mailto:gettingitsorted@fenland.gov.uk) to inform us. You will return any Fenland District property to upon leaving your role.

|  |  |  |
| --- | --- | --- |
| Name: |  | Signature: |
|  |  |
| Date: | Click or tap to enter a date. |  |