

Volunteer Agreement:
Road Sign Cleaning

Thank you for offering to give your time to XXXXX Council. This agreement is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party.

About you	About your supervisor
	Supervisor Name:
Parish/Town where you will volunteer:	Supervisor’s Job Title:
Volunteer Role: To clean highway road signs using equipment provided.	
	Scheme Managed by:
	Email:

Your hours

We aim to make sure that the hours you volunteer suit you, although they will have to fit in with the way we work too. For this role there are no set hours either time of day or duration.

Holiday & Sickness

It is helpful if you can advise the **XXX** if you plan a holiday or if you are unable to volunteer for a long period of time for any reason

What we expect

We expect all volunteers to behave reasonably and not bring XXXX into potential or actual disrepute.

It is our policy that everyone volunteering on behalf of XXXX is alcohol and substance free when working.

Safety must always come first. Please use and follow the guidance notes and instruction forms given to you to support you in carrying out your duties safely.

Volunteer Rights and Responsibilities

Volunteers play an important part in helping to deliver services for **XXX** s customers.

As a volunteer for XXX Council, you have responsibilities to:

- be clear about the time commitment you can offer
- be honest about personal limitations
- conduct yourself in a way that will not bring the Council into disrepute, whilst carrying out your role
- respect the political status of the Council, and understand the need to be politically neutral when working in a voluntary capacity
- attend training that is relevant to your role, if provided
- respect the equality and diversity of customers, staff and the community
- respect the confidentiality of clients, volunteers and other staff
- follow reasonable requests from your supervisor
- declare any conflict of interest
- report any issues that cause concern both for yourself and on behalf others
- act within any guidelines laid down relating to the specific role you are carrying out
- abide by the measures put in place by a risk assessment carried out to protect the volunteer or clients
- let us know as early as possible if you intend to stop volunteering
- remember that you must still not disclose confidential information after you have left your volunteer role

As a volunteer with XXX Council you have the right to:

- understand what is expected of you and be given a clear description of what and how your duties are to be carried out
- know who is supervising your role [Volunteer Co-ordination team]
- to have your privacy and confidentiality respected, and not to be discriminated against on grounds of race, age, gender, religion, sexual orientation or disability
- a safe working environment
- be valued as a member of the staff team
- be covered by insurance
- not take on mundane tasks simply because paid staff do not want to do them
- be placed in a role that is suitable for your skills and abilities, by mutual agreement

Policy

Volunteers are expected to adhere to the Council’s policies, particularly, but not limited to the list below;

- **XXX**
- **XXX**
- **XXX**

If you would like to see any of the full policy documents please contact: **XXX**. Listed below are some key points.

Key Policy Notes:

Emails and Communications

Under no circumstances should users communicate material which is defamatory, obscene, or contravenes any council guidance or policy including the Council's Equal Opportunities Policy.

You must remember you are a volunteer of the council and must use appropriate language and under no circumstance be rude or make offensive remarks within your response.

Drugs and Alcohol

Do not carry out volunteering activity whilst under the influence of Drugs or Alcohol.

The use of alcohol or drugs, whether prescribed or not, must not adversely impact on safety or the workplace, driving or work performance, compromise service provision or bring the council into disrepute.

Health & Safety

It is the responsibility of everyone to cooperate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, public etc).

Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence, this could be via your supervisor.

Comply with instructions and use equipment provided in accordance with your training. If you drive as part of your job, you should make sure your vehicle is well maintained and insured for business use. You should drive with care, with attention to the law and observing Council policies. You must not use a mobile phone whilst driving.

Protective Clothing and Equipment

Wear PPE (high vis jacket) when carrying out volunteer activity on the street and ensure someone knows where you are going and when to expect you back. If possible, have a mobile phone with you and leave a contact number with them.

Gifts & Hospitality

The acceptance of a gift or hospitality potentially creates a risk to the integrity and reputation of the Council and of the employee. Employees & volunteers are strongly advised to be cautious and must consult their Supervisor/Line Manager if offered a gift of any sort.

Driving

If you are driving your car for carrying out your volunteer work, check that you are covered under your car insurance policy for these journeys.

Working

You should remain on pavements and not venture into the road. Where you are walking in the road standard highway code should be adhered to. You **MUST NOT** work on 'A' roads and must only work on unclassified roads with a speed limit of under 30mph. B roads with a pavement and a speed limit of under 30mph can also be worked on. You must not use steps or ladders. All work must be from the ground using telescopic brush as necessary.

Ending your volunteering

Both you and **XXX** Council can end your volunteering at any time and without any notice. However, unless there is an emergency or misconduct, we will usually give you at least 2 weeks notice and hope that you will do the same for us.

Please keep this document for future reference.

Thank you for offering your time to **XXX** Council.

Please sign to confirm you have understood and will follow that set out in this Agreement form.

Date:	
Name:	
Signature:	