

**Volunteer Agreement**  
**Rhose Community Library**

This Volunteer Agreement describes the arrangement between **Rhose Community Library (RCL)** and you, the **Volunteer**.

Volunteer Name: \_\_\_\_\_ (print in CAPITALS)

**Part 1 - The Organisation - Rhose Community Library (RCL)**

RCL commits to the following:

- To provide, through the induction of the tasks, the training you need to meet the responsibilities of this role and to achieve the required competency. Support will be given by designated volunteers and appointed library staff whenever possible. Your role will be reviewed as required but usually at least annually. During the review consultation you will be able to discuss your role with the designated Volunteer Coordinator.
- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them.
- To provide named persons who will meet with you regularly to discuss your volunteering and any successes or problems.
- To do our best to help you develop your volunteering role with us by respecting your skills, dignity and your wishes and to do our best to meet them.
- To provide a safe environment by:
  - maintaining an adequate Health & Safety Policy and providing guidance in support of the Health & Safety Policy.
  - operating the Safeguarding and Equality policies.
- To provide adequate insurance cover for volunteers whilst undertaking activities that are approved by RCL.
- To use its best endeavours to fairly resolve any problems, grievances and difficulties you may encounter while you volunteer with RCL.

**PTO**

## Part 2 - The Volunteer.

Your volunteer role of: \_\_\_\_\_

starts on: \_\_\_\_\_ (date)

### RCL asks you to commit to:

- The purpose of this role is to support the smooth running of RCL, (for specific tasks, please see separate Role Description.
- To help RCL fulfil its vision, mission and objectives.
- To follow RCL's mission, policies, procedures and standards in relation to trustees, volunteers, customers and the public. These include (amongst other things) the Fire Safety Guidance Note, the Equality Policy and the Safeguarding Policy. All relevant policies, procedures and standards can be found on our website at [www.rhooselibrary.org.uk](http://www.rhooselibrary.org.uk)  
Please read the relevant policies, procedures and standards. If you need help accessing the website this can be provided on the PCs in RCL.
- To keep confidentiality of information about RCL, volunteers and customers.
- To volunteer reliably to the best of your ability and give as much warning as possible whenever you cannot volunteer as expected, so that cover may be arranged to ensure the library can operate as normal.
- To take part in the Volunteer Review process.

**Please note this agreement is voluntarily entered into.**

**It is not intended to be a legally binding contract and may be cancelled at any time at the discretion of either party.**

**No employment relationship is intended either now or at any time in the future.**

Signed: \_\_\_\_\_  
(Volunteer)

Signed: \_\_\_\_\_  
(On behalf of Rhoose Community Library)

Date of this Agreement: \_\_\_\_\_