

Volunteering Agreement (20240301)

Emmanuel Christian Centre (ECC) is a church and registered charity. As a charity our objectives are:

- To advance the Christian faith.
- To relieve sickness and financial hardship and to promote and preserve good health by the provision of funds, goods or services of any kind including through the provision of counselling and support.
- To advance education.

Volunteers are an important and valued part of our organisation. We hope that you enjoy volunteering with us and feel part of our team. ECC and our clients are extremely thankful to you.

This agreement tells you what you can expect from us, and what we hope from you.

You can expect ECC to:

- introduce you to how the organisation works and your role in it;
- introduce you to your team leader and supervisor;
- provide any training you need for the role you volunteer in;
- reimburse your travel costs for volunteering activities or if you are away on ECC business;
- provide a food allowance of £4 per day if you volunteer for at least 4 hours;
- keep you informed of possible changes;
- provide a safe workplace;
- apply our complaints procedure if there is any problem.

We expect that you will:

- volunteer reliably to the best of your ability;
- undertake the tasks assigned by your team leader;
- give as much warning as possible whenever you cannot volunteer as expected;
- follow ECC's rules and procedures, including health and safety, safeguarding and confidentiality;
- work in a safe manner having regard to your own safety and the safety of others;
- treat clients, staff and volunteers with courtesy, respect and consideration;
- consider risks and wear personal protective equipment when needed;
- wear suitable clothing for the type of work being undertaken;
 - i.e. a clean and presentable shirt and trousers for volunteering in the Coffee Shop;
 - overalls or work-wear for volunteering on maintenance and repairs.

Please print, sign and date the declaration below or request a copy, and return this form.

The name of your supervisor is Carol Roy. Your team leader is Lynne Matthews.

I acknowledge that I have received and understood the expectations of ECC in this volunteer agreement. I have read ECC's health and safety policy and I am responsible for my own health and safety and of the people I volunteer with. I will report all accidents to my team leader or supervisor. I will also inform my supervisor if I have an existing health condition which they need to be aware of. Furthermore, I will not take or be affected by illegal drugs and I will not take or be affected by alcohol when volunteering. I will not smoke, swear or use any foul or abusive language on the premises. I will not abuse clients, staff, volunteers or members of ECC, either physically, sexually or verbally. I acknowledge that this is a volunteer agreement and not an employment contract.

Signed (Volunteer)

Print name Date

Emmanuel Christian Centre Volunteer Health and Safety Policy

As far as possible, Emmanuel Christian Centre (ECC) will make sure that you volunteer in a safe and healthy environment. ECC will take steps to reduce any unnecessary risks you may face. However, as a volunteer, please be aware that you are responsible for your own health and safety and of the people you volunteer for and with.

While undertaking any agreed tasks as a volunteer for ECC you will be covered by ECC's insurance policy in respect of public liability and personal accident. Health and safety legislation doesn't generally apply to someone who is not an employer, self-employed or an employee. Under the common law however, voluntary organisations and individual volunteers have a duty of care to each other and others who may be affected by their activities.

With this in mind we ask that you adhere to ECC's health and safety policy as follows:

- Never do anything that could endanger yourself, a member of the public or a client.
- Be aware of your own limits and please explain to your supervisor if you cannot undertake a task.
- Ensure that you are aware of and follow all the health and safety procedures for the premises.
- Keep up-to-date with current safety advice that affects your particular area of volunteering, and seek competent advice if required.
- Read and comply with any instruction on the use of equipment, tools, machinery or dangerous substances.
- Report all accidents, injuries or if you feel unwell to your team leader or supervisor.
- Report all safety concerns to your team leader or supervisor.
- Exercise good standards of housekeeping and cleanliness.
- Inform your supervisor if you have any existing health condition we need to be aware of.
- Wear appropriate personal protective equipment when needed and ask for it if not available.
- Be aware of fire procedures including fire exits and locations of extinguishers.
- Know where to find first-aid kits and equipment.
- Avoid lone working where possible or take necessary precautions such as informing your team leader.

Where in doubt, seek immediate clarification.