

**Volunteer Agreement / Code of Conduct**

**Volunteer Name:**

**Volunteer Role Area:**

Rotherham, Doncaster and South Humber NHS Foundation Trust acknowledge the added value that volunteers bring to the organisation as a whole.

1. Volunteers are people who come of their own volition, in their own time and who do not receive any financial benefit. Roles carried out by volunteers will complement the work of paid staff and will not be used as a substitute.
2. The Trust recognises everyone has a contribution to make to society and a right to equal treatment. It will therefore aim to ensure the Appointment of Staff Policy guides all its dealings in relation to volunteers.

**Volunteer Responsibilities**

* To undertake the duties expected of them in accordance with the Volunteer Role Description
* To aid and support staff to encourage and motivate patients and service users in line with the aims and objectives of the service
* To have knowledge of where to access and reference Trust Policy and Guidance.
* To behave professionally and to treat others with dignity and respect at all times while adhering to the principles of the Trust’s Equal Opportunity Policy.
* Politics and other such subjects should not be brought into the service area.
* To maintain confidentiality for all clients/patients of the service.
* To adhere to the Safeguarding Trust Policies for Children and Adults at Risk.
* To be punctual and reliable.
* To adhere to the dress code for the area in which they volunteer. In general clothing should be clean and tidy. Volunteers should not wear low cut tops, off the shoulder clothing, low-slung trousers etc.
* To aid recognition by staff, service users and visitors, they must wear their ID badge at all times.
* To attend all mandatory training as per the Volunteer Learning Programme.
* Any concerns around your volunteer role should initially be discussed with the manager of your service area. If the concern remains unresolved, it should then be referred to the Voluntary Services Manager to agree a way forward.
* The Voluntary Services Manager will ensure that volunteers are fully supported during their volunteer role.

**Trust Responsibilities**

* Reimburse the cost of travelling expenses to and from the volunteer role area.
* Provide volunteers with a meal if they work for more than four consecutive hours in any one day.
* Endeavour to provide volunteers with opportunities for relevant training and development.
* Ensure that all members of staff who have contact with volunteers have an understanding of the involvement of volunteers in service delivery and the value they bring to the Trust in complementing the work of staff.
* Take up two references, undertake Disclosure and Barring Service (DBS) check and Occupational Health screening prior to the commencement of a volunteer placement.
* There is an expectation that the Trust will provide the required level of mandatory and statutory training and that the volunteer will maintain the Trust compliance schedule in order to continue volunteering.

**Signatures**

 Date

 Volunteer

 Print name

 Date

 Service manager

 Print name

**This Agreement is not intended to be a legally binding Contract of Employment**

Please take a copy and return completed form to the Volunteers Office, Tickhill Road Hospital