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**PSPA VOLUNTEER AGREEMENT**

Volunteers are an important and valued part of PSPA, and we hope that your experience with us is enjoyable and rewarding.

This agreement outlines what you can expect from us, and what we ask from you. It should be read in conjunction with the role description you have applied for. It is not a legal contract but describes the commitment between PSPA and you. Neither of us intends any employment relationship to be created either now or at any time in the future.

 **As a volunteer with PSPA you can expect:**

* That everyone is included and able to use their full potential.
* To have a thorough induction on our work, our staff and your volunteering role.
* Training to meet the responsibilities of your role.
* Access to adequate and flexible support and development in your volunteering role.
* A clear explanation of the standards we expect for our services and be provided with the encouragement and support to achieve and maintain them.
* Opportunities to develop in your volunteering role with us.
* PSPA to respect all volunteers, listen and learn from what they have to say encouraging two-way communication.
* To be treated fairly and without discrimination.
* Reimbursement of any reasonable expenses incurred during your volunteering with us.
* PSPA to celebrate success and recognise volunteers’ contributions.
* Adequate insurance whilst undertaking voluntary work approved and authorised by us.
* That we will try and resolve fairly any problems, grievances, and difficulties you may have while you volunteer for us.

**In return we ask that you:**

* Support our aims and objectives.
* Remember, at all times during your volunteering role, that you are a representative of PSPA.
* Challenge and report any form of bullying, harassment, or discrimination.
* Are open and honest in your dealings with us.
* Treat fellow volunteers and staff with courtesy and respect.
* Let us know if we can improve the service and support that you receive.
* Carry out your duties and conduct yourself in accordance with PSPA’s volunteering policy.
* Attend at least one training/peer support session per year.
* Perform your volunteering role to the best of your ability.
* Maintain the confidential information of PSPA and its clients.
* Meet commitments and standards agreed to, except in exceptional circumstances, and let us know if your circumstances change so that alternative arrangements can be made.
* Always follow PSPA’s policies and procedures including:
* GDPR
* Confidentiality
* Safeguarding

**Signed by (volunteer) -** I confirm I have read and understood the above agreement and the PSPA polices listed in the agreement.

**Signature:**

 **Print Name:**

 **Date:**

**Signed by (PSPA Volunteer Coordinator)**

**Signature:**

**Print Name:**

**Date:**