



## **Student Co-op Homes Volunteer Agreement**

This Volunteer Agreement is a description of the arrangement between Student Co-op Homes (SCH) and you (*the volunteer*) in relation to your voluntary role. The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one.

### **Part 1 SCH**

We commit to the following:

#### **1. Induction and training**

- To provide updated information about SCH, induction to the role(s), to sub-committees (where applicable), your volunteering role and support necessary to assist you in meeting the responsibilities of your volunteering role.

#### **2. Supervision, support and flexibility**

- To define appropriate standards, to communicate them to you, and to encourage and support you to achieve and maintain them as part of your voluntary role. Please refer to the code of conduct for more information.
- Joiners surveys carried out one month after you start to feedback on your volunteering experience
- Optional buddy to ask 1:1 questions / chat outside of the regular sub-committee and Board meetings
- To do our best to help you develop your volunteering role with us.

#### **3. Expenses**

Currently as all our meetings are online, we do not pay expenses. For any future in person events this will be considered in line with current budget and individual need of the participant.

#### **4. Health and safety**

To reduce the risk of covid transmission, all our meetings are currently held online.

Please see <https://www.hse.gov.uk/home-working/employer/display-screen-equipment-at-home.htm> to ensure your home set up meets appropriate standards.

We hope to run in person events in the future, in accordance with current government guidelines and safety of volunteers.

SCH will ensure that the diverse needs of the people it works with will be given fair and equal consideration when implementing Health and Safety legislation. It will ensure that the health and safety policies do not discriminate against disadvantaged, vulnerable or marginalised groups. Any such discrimination should be dealt with in accordance with the Bullying, Harassment and Discrimination policy.

#### **5. Insurance**

Public liability for in person events

#### **6. Equality, Diversity and Inclusion**

No person or group of people will be treated less favourable than other persons or groups because of any protected characteristics (Equalities Act 2010) including age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

SCH strives to embrace diversity, promote equal opportunities for all and seek to eliminate unlawful discrimination in all areas of our work. See [Equality & Diversity policy](#) for more info.

#### **7. Accessibility**

SCH aims to create an inclusive and welcoming environment in both our provision of services for members and access for applicants to work and volunteer for SCH. SCH will continually review the services it provides to assess whether or not “reasonable adjustments” can be made to ensure equal access to services. SCH will continually take steps to ensure any barriers to inclusion will be identified and consideration will be given to remove them. See [Equality & Diversity policy](#) for more info.

#### **8. Any issues**

- To endeavour to resolve in a fair and just manner any issues, grievances or difficulties which may be encountered while you volunteer with us;
- In the event of an unresolved issue, to offer an opportunity to discuss the issues in accordance with the procedures set out in the code of conduct.

## **Part 2 The volunteer**

I agree to be a volunteer with *Student Co-op Homes* and commit to the following:

1. To help *SCH and its Board of Directors* fulfil its aims and objectives
2. Abide by the code of conduct
3. To perform my volunteering role to the best of my ability
4. To adhere to the organisation's rules, procedures and standards
5. To maintain the confidential information of the organisation and of its members.
6. To meet the time commitments and standards required for the role, and give notice if you are not able to attend an arranged meeting.

**This agreement is binding in honour only, is not intended to be legally binding contract between us and may be cancelled at any time at the discretion of either party. Volunteering with SCH is not an offer of employment.**