



Volunteer and Service User Agreement

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| <p>The Forest of Hearts will:</p> <ul style="list-style-type: none"> i) Provide the details of the person who is the volunteer's point of contact ii) Induct the volunteer in the following: <ul style="list-style-type: none"> a. Explain the values and aims of the project b. Health and Safety c. Accident reporting d. Any other relevant information iii) Provide regular supervision iv) Involve the volunteer in any relevant meetings or communications | <p>The volunteer will:</p> <ul style="list-style-type: none"> i) Have the right to be made welcome and to feel involved and valued ii) Be expected to acquaint themselves with and work in accordance with all appropriate policies, guidelines and procedures which will be covered in the induction procedure iii) Undertake only those tasks and responsibilities as arranged and agreed iv) Respect confidentiality at all times v) Take responsibility for providing feedback and information to relevant team members vi) Report all accidents, serious incidents or damage to property and equipment immediately |
| <p>The project expects that the volunteer will:</p> <ul style="list-style-type: none"> i) By arrangement in advance work << >>hours a week, or Monday/Tuesday/Wednesday/Thursday/Friday/Saturday/Sunday‡ when the volunteering will take place. ii) The name of the volunteer's support for induction is (Contact details) iii) The volunteer's responsibilities are: | |
| <p>Signed:..... (on behalf of the project)</p> | <p>Signed:..... (The Volunteer)</p> |
| <p>In signing this document, both parties understand that this does not constitute a contract of employment and that there was no intention of forming such at the time of signing</p> | |
| <p>Date:</p> | |

‡ Please delete as applicable.