

# Volunteer Agreement - Hopeful Hearts Community Group-Leeds

**Date:** [Date]

**Volunteer:** [Volunteer's full name]

**Group contact:** [Name, role], **Hopefulheartscommunitygroup.uk@gmail.com**, **07518 279913**

**Safeguarding Lead:** [Name and contact details]

**Group's data protection contact:** [Name and contact details]

For this agreement, "the Group" means Hopeful Hearts Community Group-Leeds, operated by **[full legal name and legal status of the person or organisation responsible for the Group]**, of **[address]**. Please complete these details before signing.

## 1. Purpose and status of this agreement

The Group welcomes the Volunteer's help with its community activities and events in Leeds, including its maternity stream.

Volunteering is unpaid. The Volunteer is not an employee or worker under this agreement, and this agreement is not a contract of employment. Neither the Group nor the Volunteer is required to offer or accept a particular amount of volunteering. The Volunteer may stop volunteering, and the Group may end or pause the volunteering arrangement, as explained in section 11.

The parties do not intend to create an employment or worker contract. However, a person's legal status depends on the actual arrangement and the law, not just the wording of this agreement. Nothing here removes any rights or responsibilities that cannot legally be excluded.

## 2. Role and expectations

**Role or activities:** [Describe the volunteer role and activities]

**Usual location:** [Location or locations]

**Main Group contact:** [Name and contact details]

The Volunteer agrees to:

- carry out agreed tasks responsibly and within their skills, training and authority;
- follow the Group's reasonable instructions and relevant policies, including safeguarding, health and safety, privacy and event procedures;
- ask for help if unsure, and tell the Group promptly if they cannot complete an agreed task;
- treat community members, other volunteers and partner organisations with respect; and
- not make commitments, spend money, enter agreements or speak on behalf of the Group unless authorised.

The Group will explain the role, provide relevant information and induction, and identify a suitable person for the Volunteer to contact with questions or concerns.

## 3. Time and attendance

The Volunteer's expected availability is: **[Days, times or agreed arrangement]**.

The Volunteer should arrive on time and let **[contact person and method]** know as soon as reasonably possible if they will be late, absent or unable to attend. The Group understands that circumstances can change and will discuss reasonable adjustments to the agreed arrangements where possible.

There are no fixed minimum hours unless separately agreed in writing. The Volunteer should not work additional hours or take on additional responsibilities without first discussing them with the Group.

## 4. Conduct and safeguarding

The Group's activities may involve children, parents, expectant parents and people who may be vulnerable. The Volunteer must:

- act with care, respect and appropriate professional boundaries;
- follow the Group's safeguarding policy and instructions, including any rules about supervision, contact, transport, personal care, messaging and use of social media;
- never use threatening, abusive, discriminatory, exploitative or sexualised language or behaviour;
- never use their role to seek personal, financial or inappropriate contact with a participant;
- report any safeguarding concern, allegation, disclosure or incident promptly to the Safeguarding Lead, using the contact details above or the Group's stated reporting procedure;
- in an emergency or where someone is in immediate danger, contact emergency services on 999 and then notify the Safeguarding Lead as soon as it is safe to do so; and
- make a factual record of a concern when asked, without investigating it, promising secrecy or asking leading questions.

Information about a safeguarding concern should only be shared with people who need it to protect someone or respond appropriately. The Volunteer must not promise that information will remain confidential where it may need to be shared to safeguard a person.

The Group will decide, based on the role and current legal requirements, whether a DBS check or other safer-recruitment steps are appropriate and legally available. Any required checks must be completed before the Volunteer undertakes the relevant activity. A check does not replace supervision, training or following safeguarding procedures.

## Children and the maternity stream

Unless the Group has expressly agreed a separate arrangement in writing, a parent or carer remains responsible for supervising their child. The Volunteer must not take sole responsibility for a child, provide personal care, transport a child, or take a child away from an activity without clear authorisation under the Group's safeguarding procedures.

The maternity stream is a community-support activity, not a medical service. Unless separately authorised and suitably qualified, the Volunteer must not diagnose, give clinical advice, recommend treatment or present themselves as a health professional. The Volunteer should direct medical questions to an appropriate health professional and follow the Group's procedures if someone appears to need urgent help.

## 5. Health and safety

The Volunteer must:

- follow the Group's health and safety instructions and any event risk assessment;
- take reasonable care of their own health and safety and that of others affected by their actions;
- use equipment only as instructed and only if they are competent to do so;
- report hazards, injuries, near misses and unsafe conditions promptly to [contact person]; and
- stop an activity and seek help if they reasonably believe it presents an immediate risk.

The Group will provide relevant safety information and explain any incident-reporting arrangements. The Volunteer should tell the Group about any support or adjustment they may need to volunteer safely.

## 6. Confidentiality

In the course of volunteering, the Volunteer may learn private information about participants, families, other volunteers or the Group. The Volunteer agrees to:

- keep such information private and use it only for their authorised volunteering duties;
- not discuss identifiable information in public or with people who do not need to know it;
- keep documents, devices and conversations secure; and
- return or securely delete Group information when asked or when their volunteering ends.

This does not prevent the Volunteer from reporting a safeguarding concern, suspected wrongdoing, serious risk or other matter where disclosure is required or protected by law. The Volunteer should raise such matters through an appropriate channel and share only what is necessary.

## 7. Personal information and data protection

The Group may use the Volunteer's personal information to organise and support volunteering, communicate with the Volunteer, manage safety and safeguarding, and meet legal obligations. Details of how information is used, retained and shared should be provided in the Group's volunteer privacy notice: **[link or location of privacy notice]**.

The Volunteer must:

- access and use personal information only where authorised and needed for their role;
- collect only information the Group has asked them to collect, and keep it accurate and secure;
- not keep participant information on personal devices, accounts or paper records unless the Group has authorised this and given secure handling instructions;
- not share, copy, photograph or publish personal information without proper authorisation; and
- tell [data protection contact] immediately if information is lost, sent to the wrong person, accessed without permission or otherwise compromised.

Information about pregnancy, health, children or family circumstances can be particularly private. The Volunteer must not collect or discuss it unless it is necessary for an authorised activity and the Group has explained how to handle it. Safeguarding information may need to be shared with appropriate people to protect someone.

## 8. Photos, video and social media

The Volunteer must follow the Group's instructions and consent procedures before taking or sharing photographs, video or recordings involving participants, especially children. The Volunteer must not use a personal device to photograph or record participants unless the Group has expressly authorised it. Consent to participate in an activity does not, by itself, mean consent to be photographed or recorded.

The Volunteer must not post identifiable information, images, comments or private details about participants or the Group on personal social media without the Group's prior approval and any required consent.

## 9. Expenses and payment

The Volunteer will not receive wages, a fee or other reward for volunteering. The Group may reimburse reasonable out-of-pocket expenses that have been approved in advance by **[name or role]**, subject to its expenses procedure. The Volunteer must provide receipts or other evidence as requested and submit claims to **[contact or process]** within **[time limit]**.

Expenses must be genuine costs incurred for authorised volunteering. The Volunteer should not spend money on the Group's behalf without prior approval.

## 10. Insurance

The Group will explain what insurance, if any, applies to the Volunteer's role and activities. Cover may depend on the activity, location, policy terms and the Volunteer following the Group's procedures. The Volunteer should not assume that they are insured for an activity until the Group has confirmed this. The Group should check that

appropriate cover is in place before the Volunteer carries out the relevant activity.

## 11. Ending or changing the arrangement

The Volunteer may end their volunteering at any time. Where possible, the Volunteer should give **[period, if desired]** notice and return any Group property or information.

The Group may end or pause the volunteering arrangement at any time, including where an activity ends, the role changes, safety or safeguarding concerns arise, or the arrangement is no longer suitable. Where appropriate and safe, the Group will explain its decision and discuss any next steps.

The Volunteer must promptly return Group property and, as directed, return or securely delete Group information when the arrangement ends. Confidentiality and data-protection responsibilities continue after volunteering ends.

## 12. Acknowledgement

By signing below, the Volunteer confirms that they have read and understood this agreement, have had the opportunity to ask questions, and agree to follow the expectations described in it. The Volunteer should also be given copies of any relevant policies and the volunteer privacy notice.

### Volunteer

Name: [Volunteer's full name]

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### For Hopeful Hearts Community Group-Leeds

Name: [Authorised representative's full name]

Role: [Role]

Signature: \_\_\_\_\_

Date: \_\_\_\_\_