



## Volunteer Agreement

This statement sets out the main terms and conditions of employment between SCA and its volunteers.

### **LOCATION:**

Your location of working will be: \_\_\_\_\_

You may also be asked to go to other locations when required by your supervisor due to volunteer demand or for training.

### **SUPERVISION:**

You will receive on-going supervision from your supervisor throughout your volunteering experience and attend regular progress meetings.

### **HEALTH AND SAFETY:**

SCA recognises its responsibilities under the Health and Safety at Work Act. All volunteers have a legal responsibility to take reasonable care for the health and safety of themselves and other persons (including members of the public) who may be affected by their volunteering activities.

Volunteers working in customers' homes must be especially aware of Health and Safety issues. If you observe a Health and Safety hazard in a client's home you are required to notify your supervisor or other appropriate agency as soon as possible. Please inform the customer of the concern you have.

You have been briefed on Health and Safety procedures in your work location: YES / NO

### **HOURS:**

Your normal volunteering hours will be \_\_\_\_ per week, to be worked on \_\_\_\_\_ (days). This may alter subject to changes in staffing needs or volunteer availability.

### **EXPENSES:**

You may claim for travel expenses, which must be authorised by your supervisor.

### **POLICIES AND PROCEDURES:**

You are expected to comply with all relevant policies and procedures of SCA, details of which are contained in the Volunteer Handbook or available from your supervisor.

I understand and accept the terms and conditions as outlined above, and confirm I have read and understood the contents of my Volunteer Handbook.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_  
*For and on behalf of SCA Group*

**DATE:** \_\_\_\_\_