



## Volunteer Agreement

Thank you for helping out at Birkhill House! There is so much to do here and so much that we are hoping to give back to the community and to those who might benefit most from our animals and activities. This document is designed to outline the relationship between Birkhill House and those who wish to help through volunteering. It should clarify the reasonable expectations either party may have. It is not a legally binding contract. The volunteering arrangement may be cancelled at any time by either party.

### As a volunteer you can expect:

- A role description with clear outline of the tasks to be undertaken
- A first meeting at Birkhill
- An induction including a welcome tour and introduction to health & safety guidelines
- The opportunity to learn about caring for a variety of different species, practicing permaculture & organic gardening and/or helping with modern & traditional crafts
- To be treated with respect and courtesy
- Timely updates on any policies and procedures that may impact on your activities
- Support/training where appropriate
- An overall positive experience
- Adequate insurance to cover you in your volunteering role
- Any information we hold on you will be stored and handled in accordance with our confidentiality and data protection policies
- Identification and management of any risks associated with your volunteering role
- Promote and support the work of At Birkhill House in a positive and respectful manner
- Have pride in your involvement with us
- Carry out your volunteering role to the best of your ability, in accordance with At Birkhill House procedures and to At Birkhill House standards
- Treat fellow volunteers, staff and visitors with courtesy and respect
- Take responsibility for your wellbeing; only carry out tasks that are within your capability. (If you have concerns, raise these with the management.)
- Be reliable; if unable to attend, let us know so work plans can be amended
- Be honest and realistic about times and dates you can commit to
- Let us know if you would like to change the nature of your contribution
- Keep the volunteer hub a cheerful and positive centre, where information is up-to-date and all tools and materials are tidy and well-kept

### Birkhill House hopes that you will:

There's no need to sign this agreement but by agreeing to volunteer at Birkhill House, you agree to volunteer in the good-spirited nature it describes.

Thank you for offering your time to help!