









Volunteer Agreement

*On acceptance to volunteer, you will be asked to sign this agreement.
It is not a legally-binding contract but is intended to underline the mutual commitment between Swindon City of Sanctuary and each volunteer.*

We (Swindon COS) agree:

-  To provide support, information, training and a supportive, inclusive working environment to enable you to perform an effective and fulfilling role within Swindon CoS.
-  To treat you as a member of Swindon COS, jointly responsible for achieving its objectives and values.
-  To provide a reference for you if requested.

You agree:

-  To adhere to Swindon COS values
-  To perform duties agreed with the co-ordinator to the best of your ability
-  To use your initiative but remembering it is important if you are changing or reforming a project that the idea is checked with the staff and trustees before implementing
-  To attend training/support meetings where able
-  To notify us when no longer able to continue volunteering.

Accountability, Confidentiality and Safeguarding

You will consider the views of those we support and work with in all you do ensuring our activities do not exploit or create an unsafe environment. Information is shared on a ‘need to know’ basis. If you have any concerns around confidentiality or safeguarding, you agree to discuss this with a member of staff or trustee at Swindon City of Sanctuary.

Signed:

Volunteer name (BLOCK CAPITALS):

Date:

On behalf of Swindon City of Sanctuary:

Name (BLOCK CAPITALS):

This is to confirm that I have Read through the following policies and adhere to them during my volunteer role with Swindon City of Sanctuary (you can find these on the volunteer hub section of our website):

- Health and Safety
- Expenses Policy & Procedures
- Privacy Statement
- Equal Opportunities Policy & Procedures
- Adults Safeguarding Policy
- Children Safeguarding Policy
- GDPR/Data Protection Policy
- Whistleblowing Policy
- Lone Working Policy, Procedures and Practise Guidelines
- Social Media Policy and Guidelines
- The Vulnerability of Sanctuary Seekers
- Our Values (below)

Signed.....

Print name.....

Our Values

TRUST

Trust is at the core of our organisation. We understand that those we support and collaborate with deserve and expect our trustworthiness in the ways we work and the decisions we take. We are open and approachable and take safeguarding seriously in personal and confidential matters.

INCLUSIVE

Being inclusive is essential in our work and for us this means we begin with consideration and care in each individual encounter. We support each sanctuary seeker in a consultative, empowering and respectful way, showing encouragement and patience. We actively and equally value the contribution that all of our staff, volunteers, trustees and those who benefit make and involve them meaningfully in decisions about our work.

OBJECTIVE

Our kindness is not lessened by our objectivity and clarity, which are important in the way that we conduct our work internally and externally. We are non-judgmental, fair and focused. We ensure to work ethically in all we do and who we work with, as well as considering our environmental impact as a charity.

INFORMED

Across our organisation we stay informed and knowledgeable of the circumstances and laws affecting sanctuary seekers, and the issues around hate crime locally. We use our knowledge and awareness proactively to challenge preconceptions, to share knowledge across Swindon and to help create better understanding between us all.

INSPIRATIONAL

We use our creativity and innovation to make our expressions, our connections and our outreach work as educational and inspirational as they can be. We hope to inspire others to actively help make Swindon a welcoming place for all who live here. We believe in generous leadership and that the best work relies on different experiences and perspectives. We seek out the best ideas, wherever they come from.

POSITIVE & COMMITTED

We are strongly committed to work, educate and campaign in a responsible, coordinated and strategic way. We aim to focus on the positive, overcoming challenges and hostility by finding common ground. We respond with activities that bring our community together and enable us to listen and learn from each other, in order to break down stereotypes and resentment driven by fear.