



Volunteer Responsibility Agreement Form

Responsibilities of a Volunteer

As part of the Volunteers Policy and Procedure, this agreement must be signed by all volunteers.

This agreement is to ensure that volunteers fully understand their role, rights, and responsibilities and what they can expect from St Brigid's and what, in turn, St Brigid's expects from volunteers.

Volunteers should be provided with:

- access to, or a copy of, the St Brigid's Child Safety and Wellbeing Policy, the St Brigid's Safeguarding Children and Young People Code of Conduct and information on St Brigid's policies and procedures
- induction and, where relevant, training
- copy of Volunteer Responsibility Agreement Form
- information about communication lines within St Brigid's
- appropriate occupational health and safety protection
- out-of-pocket cost reimbursement for authorised expenditure
- an assignment suitable to the expectations of a volunteer role
- appropriate work area and equipment for the assignment

Volunteers have a responsibility to:

- make an informed decision to work as a volunteer with St Brigid's
- undertake work induction and training as required
- comply with St Brigid's Child Safety and Wellbeing Policy, the St Brigid's Safeguarding Children and Young People Code of Conduct and other policies and procedures
- work on tasks suitable to their skills and experience
- behave in an ethical manner
- keep St Brigid's matters confidential, including those relating to students
- be committed to St Brigid's' aims and objectives
- inform the supervisor when unable to undertake or complete a task
- use appropriate information channels within St Brigid's when needing information, support, backup, supervision or review
- be aware of the limits of their role within St Brigid's
- be aware of their duty of care to students
- comply with occupational health and safety policies and practices
- act as a member of the team
- maintain a Working With Children Check
- be aware of protocol when representing St Brigid's

- ☐ I confirm that I have read and understand the responsibilities of a volunteer at St Brigid's
- ☐ I acknowledge and accept that I have been engaged as a volunteer at St Brigid's
- ☐ that no payment will be made to me by St Brigid's for any volunteering undertaken
- ☐ I understand and accept that St Brigid's can cease the volunteering arrangement at any time

Full Name:			
Signature:		Date:	