



VOLUNTEER AGREEMENT

This Agreement acts as a declaration of intent, and sets out both what you, as a volunteer for St Luke's Hospice, can expect from the organisation in terms of treatment and support, and also the standard of behaviour that we, in return, expect of you.

This Agreement reflects the hopes and intentions of you and the Hospice, and is not contractually binding in any way on either party.

The Hospice commits to:

- Providing a full induction and all training necessary for your volunteer role
- Treating you, and all other volunteers, in line with its equal opportunities policy
- Reimbursing volunteers for out-of-pocket expenses
- Providing insurance cover for volunteers except complementary Therapists who provide their own insurances
- Implementing good health and safety practice

You, as a Volunteer, commit to:

- Following the letter and spirit of the Hospice's policies and procedures, including equal opportunities, health and safety and confidentiality
- Meeting mutually agreed time commitments, or giving notice if this is not possible
- Working to the best of your ability
- Attending any training courses as required by the Hospice, in preparation for, or during your placement

Conditions:

Level of commitment

The Hospice is committed to supporting, where it can, the studies of people following health- or social care courses, by providing voluntary placements. In return, we ask volunteers to understand the constraints we operate under, due to our size and staffing levels, and to adhere to the conditions, including level of commitment, which we outline below.

We ask for a minimum commitment of 2 terms, or approximately 20 weeks, from volunteers in all areas, with a commitment to attend for at least 4 hours each week. This applies to all volunteer placements except those on the Duke of Edinburgh scheme, or those helping in non patient areas during the school holidays only. With these 2 types of volunteering, placements offered are in the Hospice shops only, and are arranged on an individual basis.

If a volunteer fails to attend without notice, we will be forced to terminate their voluntary involvement with the Hospice, as it can be very disruptive to patients, or to other volunteers, when some expected help does not materialise.

Patient Care areas

Due to the size of the Hospice and our limited staff numbers, we are rarely able to take student volunteers in the Inpatient Unit or Day Care. Therefore, it may not be possible to arrange a placement in one of these areas immediately. We can however provide contact details for alternative sources of work experience for prospective medical students. Volunteers in patient care areas will always have a second interview with a member of the clinical management team who can assess a volunteer's suitability for such a placement.

Your Well being

Since the Hospice has a duty of care to all its staff and volunteers, we ask you to let us know of any health problems you may have. If you are off for a period of time, due to reasons of ill health, your line manager will talk with you when you return, to confirm if there are any implications on your ability to handle that particular volunteer role. The Hospice reserves the right to ask you to refrain from working in a particular area, if they believe that it is unsuitable, taking into account your state of health.

We hope that you spend a long and enjoyable time with us as a volunteer at the Hospice.

By signing below, you are agreeing that you have read, and understood, these conditions.

Signed:

Signed:.....

Pauline Donoghue
Personnel & Volunteering Manager

Print Name:
Volunteer