



Education Otherwise Volunteer Agreement

This is a description of the arrangement between you, the volunteer, and Education Otherwise in relation to your voluntary role. This agreement does not constitute an employment contract.

Education Otherwise will:

- Ensure that volunteers are fairly treated at all times and that they are treated in accordance with Education Otherwise's values;
- Provide and manage volunteering activities in accordance with the Volunteering policy;
- Ensure that volunteers are managed within a framework of best practice;
- Ensure that policies concerning volunteers such as the Privacy Policy, Equality and Diversity Policy, Confidentiality Policy and Code of Conduct are in place, up to date and regularly reviewed.

As a volunteer we expect you to:

- Perform your volunteering role as described in the role description, when this has been agreed and ratified;
- Read, understand, keep up to date with, and comply with the guidelines set out in policies such as the: Privacy Policy, Equality and Diversity Policy, Confidentiality Policy and Code of Conduct, the latest ones of which can be viewed on the EO website and Members Forum;
- Complete the paperwork necessary for the CRB check procedure and to supply such documents as requested during this process;
- Not cause EO to incur unnecessary expense on your behalf.

Full details of our practices in relation to volunteers are explained in our Volunteer Policy.

In accordance with the Data Protection Act 1998, I agree that EO may hold and use personal information about me for volunteering reasons and to keep in touch with me with respect to my volunteering role. This information, including that contained in the application form completed for all new volunteer roles can be stored on both manual and computer files and will be held in compliance with the Education Otherwise Privacy Policy. I will keep my line manager and the database administrator informed of any changes to my contact details.

I have read and understood this volunteer agreement. I agree to the terms and principles of the Education Otherwise Volunteer Policy and all other policies that apply to volunteers.

Please note that this agreement is binding in honour only. It is not a legally binding contract.

Revised July 2008