

# VOLUNTEER AGREEMENT

## Read With Me

Registered company number 12594043

This Volunteer Agreement is a description of the arrangement between us, Read With Me, and you in relation to your voluntary work. The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one.

### Part 1 - Read With Me

We, Read With Me, accept the voluntary service of .....from  
.....

Your role as a volunteer is to hear primary school children read in one-to-one sessions, once or twice a week, helping them develop their reading, communication and social skills and above all confidence. This work is designed to help us ensure that every child learns to read well before they move onto secondary school.

We commit to the following:

#### 1. Induction and training

- To provide thorough induction on the work of Read With Me, its staff, your volunteering role and the training necessary to assist you in meeting the responsibilities of your volunteering role. The Volunteers Handbook provides full details of the organisation.

#### 2. Supervision, support and flexibility

- To define appropriate standards of our services, to communicate them to you, and to encourage and support you to achieve and maintain them as part of your voluntary work
- To provide you with a named contact who will communicate and meet with you regularly to discuss your volunteering and any associated problems
- To do our best to be flexible in how we use your volunteering.

#### 3. Expenses

- To reimburse the following expenses incurred by you in doing your voluntary work in accordance with the procedures set out in the Volunteer Handbook.
- Any costs incurred in obtaining an enhanced DBS certificate
- Any other expenses must be pre agreed with one of the Directors of Read With Me.

#### 4. Insurance

- To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.

Policy date: January 2023

Policy review date: January 2026

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### 5. Equal opportunities

- To ensure that all volunteers are dealt with in accordance with our Equal Opportunities policy, a copy of which can be found on our website [www.readwithme.org.uk](http://www.readwithme.org.uk)

### 6. Problems

- To endeavour to resolve in a fair and just manner any problems, grievances or difficulties which may be encountered while you volunteer with us
- In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in the Grievance Policy.

### Part 2 The volunteer

I, .....(full name in capitals), agree to be a volunteer with Read With Me and commit to the following:

1. To help Read With Me fulfil its aim to ensure children leave primary school able to read and communicate well
2. To perform my volunteering role to the best of my ability
3. To adhere to the organisation's rules, policies, procedures, and standards.
4. To maintain the confidential information of the organisation and of its service users.
5. To meet the time commitments and standards undertaken, other than in exceptional circumstances, and provide reasonable notice so that alternative arrangement can be made.
6. To provide referees, as agreed, who may be contacted, and to agree to an enhanced DBS check being carried out.

**This agreement is binding in honour only, is not intended to be legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.**

Volunteer signature:..... Date .....

On behalf of Read With Me: .....Date .....