[Insert sentence summing up what you do – to provide context for the expectations]. *E.g.* We want to enable people use their gifts in the service of God and their neighbour and so want to work in a way that is respectful and life enhancing for everyone. Therefore:

[Name of Church/Organisation]

* respects volunteers as an important part of our organisation/church
* will give volunteers training and support so that they know what they are doing and can do it safely
* will tell each volunteer who they will be supported by and accountable to
* will *pay out of pocket expenses as agreed. [if you do]*
* will keep personal information confidential
* has public liability insurance to cover volunteers against injury while volunteering and any claim by a member of the public [*Check that you do have this and add in any other insurance that is relevant to your volunteers]*
* will treat volunteers fairly and in line with *[insert any relevant policies you may have e.g. Equal Opportunities]*

As a volunteer for [insert organisation name], I agree:

* to do the tasks I have agreed to do as well as I can
* that as a representative of [insert organisation name] I will treat all those I deal with kindly and respectfully
* to follow any policies and instructions used by [insert organisation name]
* to do any training that is needed for my role
* to accept support and guidance for my role and cooperate with those responsible if there are any problems that need resolving
* to let [insert organisation name] know about any circumstances or issues that might affect what I can do, so that support can be offered where possible
* to let [insert organisation name] know if I am unable to volunteer at a time that was agreed and to arrange a replacement if that is the system