RedShift relies very much on the time, skills and experience given by volunteers – without this, we could not do what we do, and at the outset, please know that your time and skills are valued and appreciated.

It is important that all volunteers are aware of certain policies and procedures that are in place, and agree to carry out their duties within these. We will ensure you are adequately supported, supervised and trained for the duties in which you are involved.

This agreement is important in setting out the framework for your volunteering, and in signing it, you agree to abide by all policies and procedures governing your duties; we agree to support you in your volunteering.

**Name of volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I have read and understood the following policies and procedures, and I understand that I should make every effort to put them into practice. RedShift will include volunteers in developing and updating their policies, and will provide support around policies that are new or significantly updated.

* Data Protection Policy
* Equality and Diversity Statement
* Grievance and Problem-Solving Procedures
* Lone Working Procedure
* Safeguarding Policy
* Volunteer Policy

I also agree to the following:

* I will make every effort to come along to appropriate training in order to develop my skills and competencies. RedShift will endeavour to ensure that training is appropriate, desirable and enjoyable.
* I am clear about my role within RedShift. If at any time I am not happy with my role for whatever reason I will discuss these problems with a member of the Management Team. RedShift will aim to ensure that I am given all the supervision and support that I need, including appropriate induction and initial training for my role.
* There will be an initial 6-week trial period for both parties – at the end of this, a member of the Management Team will meet with you to see how things are going. Both parties will have the opportunity to raise any concerns, and at the end of this either your role as a volunteer will be confirmed, your trial period will be extended or either party may decide to end the arrangement.
* I agree that I will not invite friends or relatives to join me in the studio during my volunteer time, unless previously confirmed by the HR Director or Chief Executive. If I do bring in a friend or relative as a guest, I confirm that they will not touch or use the studio mixing desk equipment.
* I understand that RedShift relies on volunteers to turn up for each session or appointment to which they have committed themselves. I understand it is my responsibility to:
* Attend sessions and appointments made
* Arrive on time and stay for the whole session
* Contact a member of the Management Team as soon as possible if I cannot attend
 sessions or appointments for any reason

|  |  |
| --- | --- |
| **Volunteer** | **Manager** |
| Signed: Print Name: Date: | Signed: Print Name: Date: |