Dementia Adventure Volunteer Agreement

Dementia Adventure appreciates you volunteering with us and is committed to providing volunteers with a supportive environment. We very much hope that you will find your volunteer experience enjoyable and rewarding. This agreement sets out what you can expect from us, and what we hope you get from your volunteering role with Dementia Adventure.

To make your volunteering experience both enjoyable and rewarding we will do our best to:

- Recruitment and Induction

To ensure the necessary recruitment checks are in place for you as a volunteer. As an organisation supporting vulnerable adults and potentially children, we must follow proper procedures to ensure that anyone undertaking a voluntary role on our behalf has been appropriately checked, including references and, depending on the role, a Disclosure and Barring Service (DBS) check. We will provide an induction explaining how our organisation works, what we do and how volunteers fit in. We will also provide training, as needed, to assist you to meet the responsibilities of your volunteering role.

- Support and Supervision

To ensure you have the support you need. If you need guidance or have any concerns, you should look in the first instance to the Dementia Adventure Volunteers Team on volunteering@dementiaadventure.co.uk

We ask that you provide feedback on your volunteering experiences with us as this will enable you and us to assess the effectiveness of our volunteering programme. Any feedback you give will be respected.

- Equal Opportunities

To promote equality of opportunity for all persons regardless of (for example) gender, race, class, ethnic minority, nationality, marital status, sexual orientation, or disability.

- Expenses

To ensure all reasonable expenses that have been incurred by you while volunteering are reimbursed, so you are not out of pocket as a result of volunteering. Reimbursement is subject to the production of receipts evidencing the expense concerned. No other reimbursements are made to volunteers. More information on expenses can be found in the Volunteer Handbook.

- Insurance
To provide public liability insurance to cover you while you are volunteering on our behalf during approved tasks.

- **Health and Safety**

To take all reasonable steps to ensure the health and safety of volunteers, paid employees and the vulnerable client group, their carers and members of the public you may volunteer with.

- **Data Protection**

To keep your details safe. In signing this agreement you are consenting to Dementia Adventure processing your personal and sensitive personal data, for all purposes connected with this volunteering arrangement and assessing whether you are eligible to volunteer for our organisation. Dementia Adventure may share, depending on role, your details with an external first aid training provider and/or FADV Online Disclosures to ensure your training and DBS check are up to date. Dementia Adventure will not share your details with any other third party organisation without your prior consent.

To make your volunteering experience both productive and rewarding you will do your best:

- **Recruitment and Induction**

To provide Dementia Adventure with details of two suitable referees to contact on your behalf. Neither referee should be related to you but must know you well enough to provide a character reference and comment on your suitability to volunteer in your chosen role. Depending on your role you may be asked to complete a Disclosure and Barring Service (DBS) check. Once these checks are in place and you have participated in the relevant induction, you will be able to start volunteering on dates agreed between yourself and Dementia Adventure head office.

- **Induction and Training**

To attend and participate in the relevant Volunteer Induction explaining how our organisation works, what we do and how volunteers fit within our organisation. We will also provide training to assist you to meet the responsibilities of your volunteering role.

- **Volunteer Role**

To perform your volunteer duties to the best of your ability. Adhere to the organisation’s policies, procedures and standards. Meet time and duty commitments as described in your role description or notify us as early as possible whenever you cannot volunteer. Complete any training which will support you in undertaking your duties. If appropriate, wear a Dementia Adventure T-shirt when volunteering to ensure you are easily identifiable as a volunteer.

- **Health and Safety**
To abide by all relevant health and safety policies in relation to your role. Undertake your duties with due diligence for your own safety, and the safety of other staff, people with dementia, their carers and members of the public.

- **Concerns and Problem Solving**

To consult with the Volunteers Team or another member of staff for help and/or guidance in the event of a concern or problem arising.

- **Leaving**

To notify us as early as possible if you want to stop volunteering with us to allow us to make alternative arrangements. You may resign or retire from your volunteering role with Dementia Adventure at any time.

- **Confidentiality**

In the course of volunteering, you may have access to confidential information relating to Dementia Adventure or our clients. This may include: details of our funding; our marketing and future funding plans; our terms of business with third parties; details of our negotiations with potential third parties; the personal and sensitive personal data you or we hold about clients, including their names, addresses and details of their medical conditions. We expect you not to use or disclose this information to any person either during your time volunteering with us or at any time afterwards unless required to do so by law and to process all third party personal and sensitive personal data entrusted to you in accordance with guidelines issued by Dementia Adventure, including keeping such data secure.

This volunteering arrangement is binding in honour only, it is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment, worker or independent contractor relationship to be created either now or at any time in the future.

By submitting your Volunteer Information Form, you confirm that you:

- Understand the contents of this agreement and agree to adhere to it
- Consent to Dementia Adventure processing your personal and sensitive personal data in line with GDPR.