



Kentish Stour

Countryside Partnership

Volunteer Agreement



I am pleased to formally welcome you to the Kentish Stour Countryside Partnership as a volunteer. Volunteers are very important to us, and we believe that you have the skills and commitment necessary to make a valuable contribution.

Part of my role is to guide and support you in your activity. My contact details are:

[Diane Comley](#)

Kentish Stour Countryside Partnership
Kroner House, Eurogate Business Park, Ashford, TN24 8XU
Office Telephone: 03000 410900
Direct Telephone/Mobile: [07740 185223](tel:07740185223)
Email: Diane.Comley@kent.gov.uk

If you have any concerns, please contact me. Partnership Manager Jon Shelton can also provide advice and guidance – contactable at the above address and on the office phone number.

Over the page is an agreement which summarises what you should expect from us during your time as a volunteer and what we would like from you. **Please read, sign and return one copy** to confirm your agreement to act in the best interests of the team.

Thank you for your time and enthusiasm. I hope you will find your time with us rewarding and worthwhile and enjoyable.

Best wishes,

[Diane Comley](#)

Countryside Partnership Officer

In writing this agreement we (KSCP) agree:

- To introduce you to the organisation
- To provide appropriate training, guidance and support
- To make volunteering accessible wherever possible, making reasonable changes that would assist you
- To treat everyone with dignity and respect
- To match your skills and abilities with the right role wherever possible
- To provide regular opportunities to give and receive constructive feedback on your role.
- To help you develop to reach your personal goals through volunteering
- To pay agreed out of pocket expenses promptly
- To abide by Kent County Council's policies and procedures including: Health & Safety, Diversity & Equality, Data Protection, Confidentiality, Complaints and Safeguarding.
- To provide personal injury & public liability insurance.

In signing this agreement, I (the volunteer) agree:

- To volunteer to the best of my ability in my agreed role.
- To carry out the tasks I am asked to complete to the specified standard.
- To inform the group leader about extended periods of absence.
- To act in line with the organisation's aims, values and policies, including Health & Safety, Diversity, Equality, Data Protection, Confidentiality, and Safeguarding.
- To act in a non-discriminatory, respectful and polite manner to staff and volunteers.
- To report any inappropriate behaviour by staff or volunteers directed towards myself or others.

I (the volunteer) understand:

- That volunteering activities may be physically demanding and I consider myself fit to undertake them. I will promptly inform the team leader of any relevant changes to my health which affects my capacity for working safely.
- If I am not comfortable carrying out any given individual task, I can discuss barriers to my participation with the team leader. However, if a satisfactory solution cannot be found, I may not be able to take part in activities.
- I cannot come on task whilst under the influence of alcohol or illegal drugs
- If using prescription medication which significantly reduces physical or mental capacity I must inform the team leader
- It is advisable to have protection against tetanus when working outdoors.
- All equipment issued to me is not my property and will be returned when requested.
- That I am a volunteer and not an employee of Kent County Council.
- If I have concerns about any aspect of KSCP's work, I can express those concerns at an appropriate time, in private if necessary.

That if I have a complaint I can speak to group leader [Diane](#), or Partnership Manager Jon Shelton.

- That my involvement may be reviewed and concluded at any time by either party

Photography Permission

Tick the box if you consent to your photograph being taken and images being stored and used in social media posts, newsletters, web pages, press releases and other promotional material

This agreement is in honour only and not a legally binding contract. It may be terminated at any time by either side. Please sign and date to confirm you have read and agree and return to Diane.Comley@kent.gov.uk

Signed _____
(type name if returning by email)

Date _____

Name (please print) _____

