

Volunteering & Employability

Volunteer Rights & Responsibilities

Please make sure that you have read and fully understood this agreement before starting your volunteering placement.

As a volunteer you have the right to:

- Receive adequate induction, training, support, guidance and supervision.
- Have a clear description of your role as a volunteer.
- Give the required amount of time for the volunteering role.
- Have any concerns dealt with.
- Change volunteering hours through negotiation.
- An introduction to relevant policies which apply to you.
- Be treated according to equal opportunities and confidentiality policies.
- Feel safe and respected.
- Only carry out tasks you have agreed to and feel comfortable doing.
- Be provided with everything you need to complete your volunteering safely and effectively.
- Claim expenses (please note availability of expenses is limited).
- Be properly recognised for your volunteer work in the form of relevant certification and celebration.

As a volunteer you have the responsibility to:

- Be reliable and punctual whilst on placement.
- Attend all agreed support and training sessions.
- Report any changes in circumstance to your supervisor at the organisation. E.g. if you are going to be late, or need to make changes to your commitment.
- Inform Volunteering and Employability and your supervisor at the organisation of any changes to your contact details.
- Attend your placement at agreed times and tell the project supervisor in advance if this is not possible.
- Let your supervisor at the organisation and Volunteering and Employability know if you no longer want to volunteer and wish to cancel your placement.
- Inform your placement supervisor and Volunteering and Employability if you have any problems, issues or concerns.
- Behave in a manner that represents Coventry University and Volunteering and Employability in the best possible light.
- Abide by the policies, procedures and standards of the placement organisation.
- Observe all health and safety requirements as directed and act responsibly with regard to your own health and safety and that of others around you.
- Provide Volunteering and Employability with feedback when requested (usually at the end of the academic year) to allow us to develop and improve our service.
- Return the Placement Agreement, Induction Checklist and Volunteering Time Sheet.