

# Access Aspiration

## Volunteer Terms and Conditions Agreement

This document forms the basis of understanding of the terms for volunteering to support young Londoners through our Access Aspiration programme.

For each volunteering event a separate guidance document will follow. This document should be read and understood before signing up to a volunteering opportunity.

### **Safeguarding and Child Protection**

- You agree to disclose any criminal records you may have
- Volunteers are required to thoroughly read and understand the appended Expected Behaviours as well as the volunteer briefing pack we send in advance of an event.
- Schools will also have their own safeguarding procedures in place, which you may be informed of upon signing in at the school reception or during the event briefing. We ask you to please follow such procedures.
- Through your interactions with students, we ask you to not share your personal or work contact details with the students and to also not take contacts details from students. If you are keen to have connect with a student further, please let us know so this can come through the right channel and through the school and Access Aspiration.
- In the event of a safeguarding concern being raised regarding about you, we may terminate your volunteering opportunity with us upon reviewing the concern in question, in adherence with the Mayor's Fund for London's safeguarding procedure.

### **Status of volunteers**

- You acknowledge and agree that you will not be considered to be an employee of the Charity for any purposes, while performing voluntary services. Nothing in this arrangement or any other dealings between you and the Charity will be deemed to constitute a relationship of employer and employee, partnership or principal and agent.
- You acknowledge and agree that volunteer services shall be donated, and that you are not entitled to nor should you expect any present or future salary, wages, or other benefits for these voluntary services.
- It is also acknowledged and agreed that you have no obligation to provide voluntary services to the Charity, nor does the Charity have any obligation to allow you to perform such voluntary services.

### **Confidentiality**

- You acknowledge that during the course of volunteering, you may become aware of confidential information relating to the Charity and its clients or customers and their businesses. You shall not, whilst providing voluntary services to the Charity or at any time thereafter, disclose or communicate to any person or persons or make use of any such confidential information.

**By volunteering with the Mayor's Fund for London, you are agreeing to these terms.**

## Appendix:

### Expected behaviours from volunteers and staff

Anybody working for the Mayor's Fund for London, in a paid or unpaid capacity, should be encouraged to demonstrate exemplary behaviour in order to promote children, young people and vulnerable adults' welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

#### Good Practice

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all children, young people and vulnerable adults equally and with respect and dignity.
- Always putting the welfare of each child, young person or vulnerable adult first, before winning or achieving goals.
  
- Maintaining a safe and appropriate distance with children, young people or vulnerable adult (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
  
- Making activities and events fun, enjoyable and promoting fair play.
  
- Ensuring that if any form of manual/physical support is required, it should be provided openly. Children, young people and vulnerable adults, and their carers or parents, should always be consulted and their agreement gained.
  
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of children, young people and vulnerable adults.
- Giving enthusiastic and constructive feedback rather than negative criticism.
  
- Recognising the developmental needs and capacity of children, young people and vulnerable adults - avoiding excessive activity and not pushing them against their will.

#### Practices to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the organisation or the child's parents. For example, a child, young person or vulnerable adult sustains an injury and needs to go to hospital, or a parent/carer fails to arrive to pick a child, young person or vulnerable adult up at the end of an activity:

- avoid spending time alone with children, young people or vulnerable adults away from others;
- avoid taking or dropping off a child, young person or vulnerable adult to an event or activity.

You should never:

- engage in rough, physical or sexually provocative games;
- share a room with a child, young person or vulnerable adult;
- allow or engage in any form of inappropriate touching;
- allow children or young people to use inappropriate language unchallenged;

- make sexually suggestive comments to a child, young person or vulnerable adult, even in fun;
- reduce a child, young person or vulnerable adult to tears as a form of control;
- fail to act upon and record any allegations made by a child, young person or vulnerable adult;
  
- do things of a personal nature for children, young people or vulnerable adults, that they can do for themselves;
- invite or allow children, young people or vulnerable adults to stay with you at your home unsupervised.