



Cynllun **Gwirfoddolwyr**
Volunteer Scheme

Volunteering Agreement

Volunteers are an important and valued part of South Wales Fire and Rescue Service (SWFRS) and we hope that you enjoy volunteering with us and feel a full part of our team.

This agreement tells you what you can expect from us, and our expectations of behavior and conduct during the period of volunteering with SWFRS.

As a volunteer you can expect from SWFRS:

- Appropriate induction and relevant training to meet the responsibilities of this role
- To be involved with an organisation that is dedicated to reducing risk within the community
- A supportive and positive environment that ensures you enjoy your volunteering
- To provide a safe environment
- To be treated with respect and courtesy in accordance with SWFRS Dignity at Work Procedure
- To be treated fairly in accordance with our equal opportunities policy
- Relevant and up to date information and advice
- Reimbursement of any reasonable out-of-pocket expenses incurred during the course of your volunteering
- Provision of adequate insurance cover for volunteers whilst undertaking activities that are approved and authorised by SWFRS
- Any problems, grievances and issues you may have while you volunteer with us to be dealt with promptly and fairly
- Recognition and thanks

For further information please refer to the Volunteer Handbook.



Expectations of you, as a volunteer

- Treat all members of the community, fellow volunteers and employees of the service with dignity and respect at all times
- Be familiar with and adhere to specific Volunteer and SWFRS relevant policies and procedures at all times
- Understand the values of the Service and always behave in a way that portrays the Service in a positive manner
- Respect and maintain confidentiality at all times
- It is paramount that volunteers are able to carry out their duties without compromising the health and safety of themselves and others. Volunteers are expected to comply with the Service' Health and Safety and Alcohol, Drug and Substance Misuse procedures at all times
- Recognise that volunteers are in a position of trust within the community and must uphold that trust at all times
- Attend relevant training and support sessions as appropriate
- Immediately report any changes in circumstances that have an implication on your current volunteering duties, or your ability to continue as a volunteer with SWFRS

I confirm that I have read and understood the aforementioned agreement.

This volunteering agreement is in honour only and is not intended to be a legally binding contract of employment and may be cancelled at any time at the discretion of either party.

NAME	
SIGNATURE	
DATE	