Mum Days

Volunteers Handbook

Mum Days Volunteers - Key Information

ABOUT US
It is vital that volunteers support our vision and values and work with us to achieve our objectives.

Our Vision
Creating space for Moray Mums to make meaningful connections and find their village.

Our Mission
To tackle social isolation within the local community by creating an informal, friendly and safe environment for mums/birthing people to connect, share experiences, advice, skills and take part in activities/events.

Our Objectives
Furthermore the group shall seek to:

- Promote health and wellbeing, with a focus on maternal mental health through peer support.
- Share information and expertise from local organisations and services.
- Run varied activities for both mums/birthing people and children.
- Encourage child development & connections through play and sensory exploration.

Core Values
Connection. Support. Inclusion. Friendship.

The role
As a volunteer for Mum Days, you will be registered as a 'Children's Activity Leader' through the PVG scheme, however the activities you carry out will depend on your role within the organisation.

As a volunteer for our main Mum Days group, you will be focussed on welcoming and supporting mums attending the group, assisting with setting up/clearing away, and running activities for children.
If you volunteer as a Health Walk Leader or Committee member, your duties will be specific to those roles.

We welcome all mums & birthing people (including grandmothers/those who are pregnant) who would like to give their time, experience and support to others through Mum Days to apply for a volunteer post.

Responsibilities

The main duties of the role are: Setting up the space, greeting mums as they arrive (especially new faces), explaining how things work/what happens at the specific session, chatting to & involving anyone who appears to be alone or finding it hard to integrate, helping to run the activities (e.g. Health walk, crafts) and working together to clear up at the end.

Prior to any special events, we speak to our volunteers first about helping, but as these require more hands we would also open up to our wider members via the private Facebook page.

We would also appreciate if you are able to help to spread the word about Mum Days and share any posts with your own networks on social media, but this is not essential.

The Team

The Committee – At the helm of Mum Days is a committee made up of local supporters, past volunteers and members. They have a range of life experiences and areas of expertise and are the 'wise owls' of the organisation.
Currently our Chairperson is Kerry Feeney and our Treasurer is: Charlotte Stewart.

Employees – Mum Days has one self-employed position within the organisation, which is our Project manager. In this role currently, is Mum Days founder, Melissa MacDonald, whose duties cover everything from scheduling, social media, funding applications to volunteer co-ordination. Melissa will be your first point of contact when you join the team.

Lead volunteers – A recently established role within the team, our 'Lead Volunteers' are experts in all things Mum Days and our longest serving volunteers. They are there to answer questions and support any new volunteers. In the early stages, these are your key contacts day to day for any help or support in your role.

Volunteers – A lovely team of mums and members of Mum Days, who work together to create and maintain our safe spaces, welcome attendees and support mums to make connections.

Contacts

Email: Mumdayselgin@gmail.com - this will be picked up by Melissa or Kerry.

Mumdaystreasurer@gmail.com - to contact Charlotte with any invoices or receipts

To speak to Melissa directly, call or text: 07946485720

All volunteers will be invited to join a WhatsApp chat on completion of all forms, which will be the main forum for sharing information, rotas and any training opportunities.

Time commitments

Our core group timings are: ‘Mum Days’ - Every Wednesday 10-12 with our ‘Bumps & Babes’ session incorporated during the last Wednesday of each month.

Additionally our special events (e.g. fundraisers, parties, markets etc) and Mum Meets are often scheduled for weekends with set ups the night before (usually around 7pm-9pm).

We DO NOT expect you to volunteer for every single set up, session and special event. Please be honest about what you can and can’t do as we aim to work around everyone’s busy schedules.
We want this role to be flexible and aim to have at least 2 volunteers per session on a rotation so it isn’t the same few people every time.

You are welcome to attend as many sessions as you like either as a volunteer or an attendee.
Also if you have a child aged 0-5 they are welcome to come with you while you volunteer. Older children are welcome to set ups and any special events where stated.

Training

All of our volunteers will be PVG registered free of charge.

We plan to run first aid training for all volunteers as well as offering courses including: food hygiene, MIOC (signposting), health walk leaders, peer support and child protection as well as any other courses volunteers feel they would benefit from.

We are open to volunteers introducing new elements/meet ups/activities to Mum Days if they have specific interests or skills and will ensure they are supported with the correct training and equipment to carry these out.

Please know that Mum Days is very relaxed, flexible and ultimately we want to ensure we have enough of us involved so that it continues for as long as possible!

This handbook provides volunteers with a brief overview of our organisations policies for you to read through, including any key information or resources you will need to familiarise yourself with. Full copies of each policy are available via our website and can also be sent to you via email, by requesting them at: mumdayselgin@gmail.com.

It is important you understand the various procedures we have in place, as you will need to be able to follow them and carry out any paperwork involved if required. Please speak to Melissa if you have any questions or require further support to access these.

Thank you so much for signing up to become a volunteer with Mum Days. We really do appreciate your support and time and for helping us to make sure this lovely group continues to thrive!

Melissa x

Contents Page

- General Health & Safety 6-7
- Secure Handling of Disclosure 7
- Child Protection & Safeguarding Policy 8-12
- Equality and Diversity Policy 13
- First Aid Policy 14
- Privacy Policy 15
- Volunteer Agreement 16

General Health and Safety

- The parent/caregiver is fully responsible for their child whilst attending the session.

- Children are provided with water, juice and fruit at snack time. If a child has any allergies, it is the parents responsibility to ensure they not consume any allergens. ‘Free From’ foods will be clearly labelled and stored separately.
- Hot drinks will be available for adults to help themselves to, separate to the children’s play areas. Anyone consuming hot drinks in the hall must use a safety lid. Hot drinks should never be put down where a child may reach it.
- Children are not allowed to leave the main hall area unattended. Should a child need to use the toilet, parents must escort them.
- Keep potentially harmful or breakable items out of children’s reach, particularly if you carry medicines or sharp items in your bags.
- Any photographs or videos taken at our sessions/events should not contain other children, unless you have gained express permission from their parent.
- Any broken or damaged toys or equipment must be removed from play and handed to the session leader who will then make a decision as to whether they should be mended or discarded.

Fire emergencies

- Identify the location of fire extinguishers at the venue.
- Should the fire alarm ring escort everyone to exit calmly through the main door and assemble as per the venue’s own fire safety policy.
- Ensure that all fire doors are closed and not left propped open.
- The Eventbrite app ‘Check-In’ will be used to make sure everyone is present, bearing in mind that some people may have left the building before the fire emergency.
- If a real fire or other emergency requiring help has occurred the emergency services will be contacted as soon as it is safe to do so.

Activities and equipment

- We provide equipment and resources that are safe for the ages and stages of the children attending the sessions.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any broken items are repaired or discarded.
- All materials, including paint and glue, are non-toxic.
- In the event of a messy play activity, care should be taken when walking around, as the floor may be wet or slippery.

Illness

- We ask parents/caregivers, children and volunteers who are unwell not to attend the sessions to ensure that they recover from the illness as swiftly as possible and to prevent the infection of other children and adults.
- In the instance of vomiting or diarrhoea, parents/carers/children are asked to wait for 48 hours after the last occurrence before attending.

Food hygiene

- We maintain the highest possible food hygiene standards with regard to the purchase, storage & preparation of food. We serve food which requires little preparation (e.g. Chopping/slicing etc) to reduce risk of contamination.
- Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.
- Food serving areas are cleaned before use as well as after use. Waste food is disposed of.
- Hand-washing facilities are available and encouraged for everyone to wash their hands before eating.
- Further food hygiene training can be arranged for any volunteers wishing to undertake in order to prepare a wider variety of food for parties or special events, but is not mandatory.

Mum Days Secure Handling, Use, Storage and Retention of Disclosure Information

In accordance with the Scottish Government Code of Practice, for registered persons and other recipients of disclosure information, MUM DAYS will ensure the following practice.

Disclosure records will only be requested when necessary and relevant to a particular post and the information provided on a disclosure record will only be used for recruitment purposes.

MUM DAYS will ensure that an individual's consent is given before seeking a disclosure record and will seek their consent before using disclosure information for any purpose other than recruitment.

Furthermore, MUM DAYS will ensure that all sensitive personal information that is collated for the purposes of obtaining a record will be managed confidentially at all times by those involved in the Disclosure process.

Secure Storage
Disclosure information will be stored through online, password protected cloud storage (currently OneDrive) and will not retain such information for longer than it is relevant to their needs. Only those authorised to see this information in the course of their duties will have access to this password and the files contained therein.

MUM DAYS will ensure that all staff with access to Disclosure information are aware of this policy and have received relevant training and support.

Mum Days Safeguarding Children & Child Protection Policy & Procedures

Introduction

MUM DAYS is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of children and young people and regards their protection and promoting of their interests to be of paramount importance.

Mum Days Safeguarding & Child Protection Statement

We believe that every child regardless of ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status has at all times and in all situations, a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged.

In Mum Days, if we have suspicions about a child's physical, sexual or emotional well-being, we will take action.

Mum Days will seek to ensure that our organisation is inclusive and make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review.

The rights, dignity and worth of all children will always be respected.

We recognise that ability and disability can change over time, such that some children may be additionally vulnerable to abuse, in particular those children with care and support needs.

Good Practice

This policy has been developed to provide advice that not only will help to protect children, but will also help volunteers identify any practices which could be mistakenly interpreted and perhaps lead to false allegations of abuse.

If in doubt, consider how an action or activity may be perceived as opposed to how it is intended.

Wherever possible, you should be guided by the following advice:

- Remain alert and aware of possible safeguarding risks to children
- Guard children against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments)
- Never offer to or take a child alone in your own vehicle.
- If it is necessary to do things of a personal nature for a child, ensure they are carried out with the full knowledge of the parents and in line with the Early Years Toileting Policy.
- MUM DAYS strives to develop a culture in which workers feel comfortable enough to point out inappropriate attitudes and behaviours to each other.
- Don't join in or allow any sexually provocative games involving or observed by children, whether based on talking or touching, or images on computers/mobile phones.
- Never make suggestive remarks or discriminatory comments to a child
- Don't engage in or tolerate any bullying of a child, either by other children or by adults.
- Don't engage in or tolerate inappropriate physical activity involving children
- Never enter a room where a child may be changing his or her clothes or may not be fully dressed.
- Avoid favouritism and singling out troublemakers.
- Never trivialise abuse.
- Never let allegations by a child go unreported, including any made against you.
- Never 'friend' a child or young person whose parent/guardian is in receipt of MUM DAYS services, on social media sites (e.g. Facebook)

All volunteers are encouraged to share concerns with the group's Child Protection Lead (***Melissa MacDonald***). If the situation is urgent, the child is too frightened to go home or we have very serious doubts about the child's safety, we will contact Social Work or Police immediately.

Consent and Information Sharing

If someone does not want you to share information outside of the organisation or you do not have consent to share the information, ask yourself the following questions:

- Is the child placing themselves at further risk of harm?
- Is someone else likely to get hurt?
- Has a criminal offence occurred? This includes: theft or burglary of items, physical abuse, sexual abuse, forced to give extra money for lessons (financial abuse) or harassment.
- Is there suspicion that a crime has occurred?

If the answer to any of the questions above is 'yes' - then you can share without consent and need to share the information.

Any concerns about a child's welfare, will be discussed with our group's Child Protection Lead/Designated Person, who would then make a referral to an appropriate professional for assessment of the child's needs. It is important that all volunteers and staff communicate concerns accurately.

Managing Risks Posed by Other Children

It is important for all adults engaged by us to recognise that children can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour which is:

- Repeated and
- Has the intention of hurting somebody either physically or emotionally

Any instance of bullying or concern relating to possible bullying between children at any event or activities arranged by us will usually be dealt with by us in the first instance as follows:

Incident recorded and dated by volunteer. Conversation with parents of both children involved. Restorative approach to resolve.

Where any behaviour amounting to bullying continues following this, a discussion with the Lead safeguarding officer should take place to identify an appropriate course of action.

Photography

On some occasions, we may take photographs featuring children and recognise that photography of children carries risks, such as:

- The potential for images to be re-used, shared or adapted in a damaging/inappropriate manner
- The general risk of sharing images and the impact this could have on a child's public image as they grow older.

In view of these risks, we will:

- Always ask for written permission from a child and their parent/guardian before taking and sharing any image of them
- Always ensure that a child and their parent/guardian are properly informed how an image will be used and shared.
- Always ensure that a child's identity is protected as far as possible within any published material
- Ask that parents, guardians, children and any other person connected to them who may wish to share any of our published images which features other children, to refrain from doing so unless they have permission of the other children and their parent/guardian.
- Always store photos in accordance with our data protection policy.

Early Years Toileting Policy

This policy provides guidance in relation to meeting and responding effectively to all toileting needs of children who attend MUM DAYS with their parent/guardian.

Children will be attending classes with parents/guardian; therefore the **parents/guardians will be responsible for their child's needs.**

In the event there is an emergency and the parent/guardian is not available, you should always make sure that **two members** of MUM DAYS escort a child to the toilet/are present when changing a nappy.

- For younger children, Volunteers will probably be required to open external toilet doors for the child due to size.
- Volunteers will make sure that the toilet is clean and appropriate for use and will ensure that the child safely enters the toilet cubicle.
- Volunteers should remain outside the toilet cubicle and check with the child occasionally that they are OK.
- Volunteers should remain in the toilet block until child is finished.
- If a child needs further assistance, Volunteers will act appropriately towards the child and the parent will be informed of anything the Volunteers deem to be important.
- The child will be encouraged to wash and dry hands
- The child will be escorted back to the meeting
- If a child needs a nappy change, this should be done at the baby change facility.
- Volunteers will make sure that the baby change area is clean and appropriate for use.
- Send an email to the LSO detailing who assisted the child and who witnessed.

Policy Statement for *Mum Days*

We will:

- Hold a register of every child/protected adult involved with the group including relevant medical details and have a contact name and number close to hand in case of emergencies;
- Treat everyone with respect;
- Remember that some issues are confidential;
- Provide an example we would wish others to follow;
- Where possible consider activities which involve more than one adult being present or at least within sight and hearing of others;
- Be aware that someone else might misinterpret our actions even if they are well-intentioned;
- Respect a child's right to personal privacy;
- Encourage children and adults to respect and care for others;
- Take action to stop any inappropriate verbal or physical behaviour;
- Remember to REPORT not INVESTIGATE any suspicions or allegations about abuse;
- Only share concerns and seek support from those identified in the group's child protection policy;

Designated Child Protection Officer for Mum Days:
Name: Melissa MacDonald
Contact Details: 14 Linkwood Avenue, Elgin, IV30 6LE
Phone: 07946485720
Email: Melissa2110@hotmail.co.uk

Mum Days Child Protection Referral Procedures

Mum Days volunteers and staff will follow the procedures below;

1. Upon the receipt of any information from a child or suspicions, it is necessary to make an accurate and detailed written record of what they have seen, heard or know, at the time the event occurs;
2. Share their concerns with the Child Protection Lead for the group and agree what action to take;
3. Avoid asking any more questions than are necessary to clarify whether there is a concern. Always REFER to statutory services to undertake in depth INVESTIGATION of any suspicions or allegations about abuse.
4. Complete 'Safeguarding Children Incident Form' with lead safeguarding officer (which can be found on the following page of this document).

If we have concerns we must act - it may be the final piece of the jigsaw that is needed to protect that child - or we may prevent, further children from being hurt.

Mum Days – Safeguarding Children Incident form

To be completed as fully as possible if you have concerns regarding a child. The LSO will use this to plan a course of action, in conjunction with yourself/social care/other relevant organisations.

Section 1 – details of Child at risk

Name of Child	
Address	
Date of Birth (Age if not known)	
GP practice (if known)	
Contact number	

Section 2 – your details	
Name	
Contact phone number(s)	
Email address	
Your Role in organisation	

Section 3 – details of Concern
Detail what you have seen/been told/other that makes you believe the child at risk is being abused or is at risk of abuse (include dates/times/evidence from records/photos etc.)

Section 4 - Abuse type(s) – please tick as many as you feel may apply			
Physical	Psychological	Financial	Internet abuse
Sexual	Discriminatory	Organisational (formerly institutional)	Modern slavery
Neglect	Hate incident/crime	Mate Crime	Domestic abuse
Self-Neglect	Radicalisation	Female genital Mutilation (FGM)	Forced Marriage

Section 5 - Have you discussed your concerns with the child? What are their views, what outcomes have they stated they want (if any)?

Section 5A – Reasons for not discussing with the child – please tick as many as you feel may apply	
Child lacks capacity	
Child unable to communicate their views	
Discussion would increase the risk	

State why the risks would increase

Section 5B - Have you discussed your concerns with anyone else? E.g. carer/ parent. What are their views?

Section 6 – What action have you taken /agreed with the adult to reduce the risks?	
Information passed to LSO, confirm details:	Referral to Social Care confirm details:
Contact with the police confirm details:	Referral to other agency – please confirm details:

Section 7 – Risk to others	
Are any other children at risk?	Yes/No – delete as appropriate
If yes state why and what actions have been taken to address these?	
Are any adults at risk?	Yes/No Delete as appropriate
If yes state why and what actions have been taken to address these?	
Signed:	
Date:	

Mum Days Equality and Diversity Policy

MUM DAYS is committed to promoting equality and diversity and fostering a culture that actively values differences and recognises that people from different backgrounds and experiences can bring valuable insights to the organisation and enhance the way we work.

We are dedicated to encouraging a supportive and inclusive culture across our organisation and eliminating any form of discrimination. We seek to develop working environments that treat all volunteers and **MUM DAYS** members as individuals, fairly and in a consistent way.
All volunteers are encouraged to promote a culture of respect and dignity, and challenge discrimination, should it ever arise.

Scope
This policy applies to all volunteers, regardless of organisation structure or geographic location, and all volunteers are to comply with the principles in this policy.

MUM DAYS will not tolerate any form of unlawful or unfair discrimination, and will work within the spirit and the best practice of the UK Equality Act (2010). The UK Equality Act (2010) prohibits discrimination on the basis that a person holds one or more of the defined 'protected characteristics':

- Age
- Disability
- Sex
- Sexual Orientation
- Gender Reassignment
- Race
- Religious Belief
- Marriage or Civil Partnership
- Pregnancy and Maternity

Responsibilities
Volunteers have a responsibility to act and behave in a way that is in accordance with this policy. This includes but is not limited to:

- treating others with dignity and respect;
- taking account of their own behaviour and being aware of the effects it has on others;
- recognising and respecting the needs and backgrounds of colleagues and **MUM DAYS** members;
- ensuring that they do not discriminate, intimidate or harass others;
- report any suspected discrimination, victimisation and harassment to the **MUM DAYS** Chairperson.

Mum Days First Aid Policy

Mum Days will ensure that there are adequate and appropriate first aid arrangements in place at all times when meet ups, events and activities are taking place.

- It is the responsibility of staff and volunteers to familiarise themselves with the first aid procedures and the location of the first aid box.

The minimum first aid provision for the site will be:

- A suitably stocked first aid box.
- A person appointed to take charge of first aid arrangements.
- Information for employees on first aid arrangements.

ROLES AND RESPONSIBILITIES

First Aiders

- Are required to be a qualified First Aider and to inform the First Aid Officer 6 months before their qualification is due to expire.
- Take charge in any first aid situation.
- Ensure that any first aid treatment given is recorded.
- Keep the first aid box/kit supplied with the appropriate contents by advising the First Aid Officer of shortages.
- Call an ambulance if required.
- Remind the First Aid Officer of situations in which first aid cover is reduced, for example during planned absences.
- Ensure that any incidents are reported to the First Aid Officer.

Staff and Volunteers

- Familiarise themselves with the first aid arrangements.
- Know how to summon first aid assistance.
- Seek assistance from the First Aider or Appointed Person in the event of any first aid requirement.
- Follow instructions from the qualified First Aider in the event of any first aid situation.
- Ensure that any incidents are reported to the First Aid Officer.

ACTIVITIES OFFSITE

Mum Days staff or volunteers leading groups' offsite should follow the first aid procedure established for those premises they are visiting. The Responsible Person must be aware of the location of the first-aid box carried with them and who are the First Aiders.

TRAINING

Mum Days will fund training for staff who volunteer to be First Aiders/ Appointed Persons. A written record of the certificate dates will be kept by the First Aid Officer.

Mum Days Privacy Policy

We want everyone who attends a Mum Days meet up to feel confident and comfortable with how any personal information you share with us will be looked after or used. This Privacy Policy sets out how we collect, use and store your personal information (this means any information that identifies or could identify you).

Policy summary

Here at **MUM DAYS** we are committed to protecting your personal information and making every effort to ensure that your personal information is processed in a fair, open and transparent manner.

Sharing Information

The personal information we collect about you will be used by our volunteers at **MUM DAYS** so that they can support you or provide services to support others..

Legal disclosure:
We may disclose your information if required to do so by law (for example, to comply with applicable laws, regulations and codes of practice or in response to a valid request from a competent authority); or, in order to enforce our conditions of sale and other agreements.

Keeping your information safe

We take looking after your information very seriously. We've implemented appropriate physical, technical and organisational measures to protect the personal information we have under our control, both on and off-line, from improper access, use, alteration, destruction and loss.

How long we hold your information for

We only keep it as long as is reasonable and necessary for the relevant activity or until you request us to discontinue holding/processing this data.

If at any point you would like **MUM DAYS** to stop holding or processing any information about you (for example, to delete all emails we hold from you) at any time then you can contact us at mumdayselgin@gmail.com and we will comply with the request as much as is practical with reference to our legitimate interests for holding data.

GDPR Compliance

GDPR. Photographs, video and audio recordings of individuals should not be published in any material including promotional material or displayed on web sites, or in any other way made public without the consent of the individual concerned.

1. How to contact us

If you have any questions about **MUM DAYS**'s privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact our Data Protection Officer. Email: mumdayselgin@gmail.com

2. How to contact the appropriate authority

Should you wish to report a complaint or if you feel that **MUM DAYS** has not addressed your concern in a satisfactory manner, you may contact the Information

Commissioner's Office: Website: https://ico.org.uk/ Email: Scotland@ico.org.uk
Telephone: 0303 123 1115 Write: The Information Commissioner's Office – Scotland, 45 Melville Street, Edinburgh, EH3 7HL

Mum Days Volunteer Agreement

This Volunteer Agreement details the arrangement between Mum Days and you (the volunteer) in relation to your voluntary work. The intention of this agreement is to assure you that we appreciate you dedicating your time and skills and to explain and assure our commitment to do the best we can to make your experience with us both positive and rewarding.

Part 1: Mum Days

We, *Mum Days*, accept the voluntary service of (name) _beginning:(/ /). Your role as a volunteer is to support Mum Days to plan, set up and run regular sessions and meet ups, uphold its Aims & aid us in our goal to provide a safe, supportive and inclusive space for all mums & birthing people. This work as a volunteer is designed to help design and shape Mum Days as it evolves and allow us to widen the support and services we offer our members whilst still maintaining our high standards. We commit to the following:

1. Induction and training

- To provide an induction on the work of *Mum Days*, its committee, your volunteering role and the training necessary to assist you in meeting the responsibilities of your role. The Volunteers Handbook provides full details of the organisation and its policies/procedures and a copy will be given to each volunteer. To be provided with free training in relation to your role and the work of Mum Days, beneficial to both you and group members.

2. Guidance, support and flexibility

- To define & communicate appropriate standards of our services, and to encourage and support you to achieve and maintain them as part of your voluntary work.
- To provide regular opportunities to meet and discuss your volunteering and any associated issues.
- To do our best to help you develop your volunteering role with us and to be flexible in how we use your dedicated time and skills.

3. Health and safety

- To provide adequate training and feedback in support of our health and safety policy, a copy of which is in the Volunteers Handbook.

4. Insurance

- To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.

5. Equal opportunities

- To ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy of which is set out in the Volunteers Handbook.

7. Problems

- To endeavour to resolve in a fair and just manner any problems, grievances or difficulties which may be encountered while you volunteer with us.

Part 2: The Volunteer

I, ……..(*full name in capitals*), agree to be a volunteer with *Mum Days* and commit to the following:

1. To help *Mum Days* fulfil its Vision and Aims (*please refer to your Volunteer Handbook*).
2. To perform my volunteering role to the best of my ability.
3. To adhere to the organisation's rules, procedures and standards, including health and safety procedures and its equal opportunities policy in relation to its staff, volunteers and members.
4. To maintain the confidential information of the organisation and of its members.
5. To meet the time commitments and agreed standards, providing reasonable notice so that alternative arrangements can be made should this change.
6. To provide forms of identification, in order to complete a PVG application allowing you to work with young people.

This agreement is binding in honour only, 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 relationship to be created either now or at any time in the future.

Agreed to: ……. ……

Volunteer signature **On behalf of (*Mum Days*)**

Date: __/___/_____ **Volunteer role: Children's Activity Leader**