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**Working with Volunteers - Managers agreement**

The Trust recognises the important role that volunteers play in supporting staff, patients and the Organisation. The purpose of voluntary services is twofold, that of helping to meet and enhance the care of people who use our services, their relatives and their carers and to provide a way for members of the community to offer their services and give something back to society which enables staff to use their time and professional skills more effectively. Their role is complementary and not a substitute for paid roles. They must not, under any circumstances, undertake duties associated with paid employment.

All members of staff who have contact with Trust volunteers should have an understanding of the involvement of volunteers in service delivery and the value they bring in complementing the work they do. Staff need to work alongside and support volunteers and assist in the development and implementation of new volunteer roles in order to ensure a positive and successful outcome for all.

The department/ward manager in which the volunteer is placed is responsible for:

* Ensuring appropriate preparation is made for the arrival/welcome/local induction of the volunteer
* You are responsible to ensuring that the volunteer has attended the required training for your service
* Giving support and training to enable the volunteer to carry out their role
* Ensuring that the tasks carried out by volunteers are appropriate to the role and are documented in the volunteer role description
* Providing day-to-day supervision and management of volunteers in their area
* Meeting with the volunteer at the end of the 4 week (or 4 session) period to discuss whether the placement is meeting expectations and needs.
* Paying out of pocket travel expenses from department budget if requested by the volunteer
* Notifying the Volunteer Co-ordinator if the volunteer terminates their placement.
* Following the guidance and principles of the Trust Volunteer Policy

**Signature: ………………………………… Date ………………………..**

**Volunteer Manager ……………………………………………………**