



Horses for Good

Helping horses, helping people

Volunteer Agreement: Terms and Conditions

Nature of Agreement

This agreement is not intended to be a legally binding contract between Horses for Good and the volunteer. This agreement may be cancelled at any time at the discretion of either party. Neither party intends any employment relationship to be created either now or at any time in the future.

Volunteers are regarded as staff, even though they do not have a contract of employment and are not paid. Therefore volunteers have a duty to read and adhere to the principles set out in the staff handbook.

Responsibilities

Chosen volunteering hours are to be set for the month(s) ahead. We appreciate reliability and good communication in the event of being unable to attend.

At the end of your volunteering slot please update or pass on handover information to Nat, Claire, Fiona or Csilla.

Your role and responsibilities will be dependent on your time available for volunteering and will be arranged on an individual basis to ensure that both the organisation and the volunteer benefit from their time with Horses for Good.

Confidentiality

Volunteers may not use or disclose any confidential information they have access to either whilst volunteering or after leaving the charity.



Horses for Good

Helping horses, helping people

Out of Pocket Expenses

Payments are limited to reasonable out of pocket expenses which must be agreed before payment is made and are at the CEO/Operations Manager's discretion. Details of expenses and receipts must be provided in order to be reimbursed.

Copyright

Articles written on behalf of Horses for Good or photographs taken on behalf of Horses for Good remain the intellectual property of Horses for Good who retain ownership of the material produced. Permission must be sought in advance for use of any photos/videos taken while at the premises.

Data Protection

Signing this agreement gives your consent to the processing of personal data including sensitive personal data and your compliance with Horses for Good's data protection procedures.

Safety and Support

Volunteers' main points of contact will be Nathaly Stobbe (CEO), Claire Tucker (Operations Manager), Fiona Letts (Trustee) or anyone designated by these people to supervise them.

Horses for Good has an up to date Risk Assessment which volunteers work within and volunteers are provided with the resources, training and tools that they need. There is a copy of the Risk Assessment on the bookcase in the White Barn, along with a copy of the Health & Safety Manual, the Staff Handbook and the Accident Report Forms. New volunteers will be taken through the fire procedure as part of their induction.

Safeguarding

The Designated Safeguarding Leads are Nathaly Stobbe and Claire Tucker and the Deputy Safeguarding Lead is Fiona Letts. Contact details are available on the notice



Horses for Good

Helping horses, helping people

board in the White Barn. Safeguarding concerns can be further escalated to Sonia Martinez Roura (Chair of Trustees) or Clare Ottaway (Trustee).

Safeguarding information is prominently displayed on the noticeboard in the White Barn and the Safeguarding Folder, including report forms and copies of relevant legislation, is on the bookcase in the White Barn.

We require all volunteers to have an enhanced DBS check which the charity will pay for. Prior to starting their role, Horses for Good require two references, one of whom must be the current/most recent employer. Volunteers will receive safeguarding training as part of their induction and volunteers who are in direct contact with children and vulnerable adults will be required to take a safeguarding course appropriate to their role.

Code of Conduct

Volunteers are required to adhere to the charity's Code of Conduct and to respect the organisation's policies, values and guidelines.

Learning and Development

Volunteers are expected to take part in mandatory training, such as safeguarding, first aid, fire safety, horse handling, GDPR training and Health & Safety training.

Volunteers are encouraged to take advantage of opportunities for personal growth and skill development. Support is given for Continuous Professional Development.

Communication

Volunteers are required to maintain effective communication with the charity's CEO, Operations Manager or supervisor. This includes promptly responding to messages, attending virtual or in-person meetings at a mutually convenient time and seeking clarification or guidance when needed.



Horses for Good

Helping horses, helping people

Right to withdraw

Horses for Good reserves the right to withdraw a volunteering placement if any of the above criteria are not fulfilled.

Our agreement with you

We believe that all volunteers should get something back for the time they put in.

Here are some ideas of what we can do for you:

- You will be made to feel welcome by the charity
- You will be volunteering for an organisation which considers every application
- All volunteers have equality of opportunity
- We can certificate volunteer hours, which is excellent for your CV
- We encourage the development of knowledge, experience and expertise and will provide in-house training and external training where possible
- You have the opportunity to build a relationship with our horses
- You can benefit from learning about natural horsemanship, groundwork, liberty training, agility and trick training (for those who work with the horses)
- You will benefit from your own personal development journey
- You will be provided with training and support in order to fulfil your volunteer role
- Horses for Good will seek your views on volunteering and your experiences as a volunteer
- We will be delighted to provide references

If there is anything else you would like us to know please tell us here:



Horses for Good
Helping horses, helping people

If you are under 18, your parent or carer must give permission for you to volunteer.

I have completed a Horses for Good registration form:

<https://horsesforgood.org.uk/what-we-offer/register-with-us>

I agree to completing a DBS form prior to commencing my volunteer role and to undertake the necessary training for my role.

I will not use or disclose any confidential information I have access to during my period of volunteering or after leaving the charity.

I agree to supply the details of two referees and for HfG to apply for references.

I have read and agree to HfG's Staff Handbook and Code of Conduct.

I have read and agree to the above agreement and I would like to propose to volunteer for the following hours:

Day/s: _____

Time/s: _____

Signed: _____

Print name: _____

Date: _____



Horses for Good
Helping horses, helping people

Parent/carer agreement if under 18

I am the legal parent/carer of _____
and I give my consent for them to volunteer with Horses for Good.

Signed: _____

Print name: _____

Date: _____

I understand that my child needs to follow HfG's Code of Conduct and any other safety rules so that HfG can keep my child and other participants safe and I will help my child to understand it.



Horses for Good
Helping horses, helping people

I agree to HfG requesting references from the following two referees:

My current or most recent employer

Email: _____

A character reference from someone who has known me for at least five years. This does not include family members/other relatives

Email: _____

Updated: October 2024