**[Insert PCC Legal Entity Name] (“the PCC”)**

 **VOLUNTEER AGREEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Volunteer Name:**  | [insert name]  |  | **Role:** | [insert title]  |
|  |  |

This Agreement sets out the terms upon which the Volunteer will provide services to the PCC. It is not intended to create a relationship of employment between the parties.

There is no obligation upon the Volunteer to provide services to the PCC, nor is there any obligation for the PCC to provide the Volunteer with duties to undertake or any remuneration for activities undertaken.

1. **Duration**
	1. This voluntary placement shall start on [insert date] (OR) and continue for a period of [insert period] ending on [insert date].
2. **Role and Duties**
	1. The role that the Volunteer has agreed to undertake is [title]. However, the PCC may place the Volunteer in any other department appropriate to their skills, qualifications and experience in order to meet the needs of the PCC.
3. **Location**
	1. The PCC is situated at First Floor, Peninsular House, Wharf Road, Portsmouth PO2 8HB.
4. **Hours of Assistance**
	1. The operational hours of the PCC are 9.00am to 5.00pm Mondays to Fridays.
	2. The days and hours upon which the Volunteer will provide voluntary assistance to the PCC is to be determined by prior agreement between the PCC and the Volunteer.
5. **Absence**
	1. If the Volunteer is unable to attend, contact should be made with the Volunteers main point of contact as soon as possible on the first day of absence so that alternative arrangements can be made where necessary.
6. **Criminal record disclosure and DBS checks**
	1. The Volunteer Placement is exempt from the Rehabilitation of Offenders Act 1974 and prescribed in the Police Act 1997 (Criminal Records) Regulations 2002 and prescribed as one for which the children’s OR adults’ barred list may be checked, and therefore:
	2. You have been required to declare whether you have any unspent convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013; and
	3. Your Volunteer Placement is conditional upon and subject to the PCC receiving a satisfactory Enhanced Criminal Record Certificate from the Disclosure and Barring Service for you including confirmation that you do not appear on the children’s or adults’ barred list.
7. **Expenses**
	1. The PCC does not want Volunteers to be disadvantaged financially as a result of their volunteering. It will therefore provide you with:
		1. Your travel expenses to and from the place of volunteering when not travelling to the PCCs offices [at the cost of the cheapest method of travel].
		2. A meal allowance of £[ ], up to a maximum of £[ ] per day.
		3. Any additional expenses or any additional travel costs outside those normally incurred should be agreed in advance with your main point of contact.
		4. All expenses must be submitted, with receipts where possible, to [place or person to whom receipts should be sent] within [period].
8. **Observance of Policies and Procedures**
	1. The Volunteer is expected to fully observe all appropriate Policies and Procedures of the PCC, especially policies with regards to Health and Safety, when providing voluntary services to the PCC. The PCC will make such Policies and Procedures known to the Volunteer.
9. **Confidentiality**
	1. The Volunteer must not at any time during the period of engagement or after it has ended make or permit any unauthorised use or unauthorised disclosure of any information which is confidential to the PCC or any client or customer of the PCC. Confidential information includes but is not limited to information relating to the transactions, finances, business, affairs, documents, know-how, projects or studies of the PCC or any customer of the PCC.
10. **Termination**
	1. Either you or the PCC may terminate this Agreement with or without notice at any time.
11. **Prevention of the Facilitation of Tax Evasion**
12. The PCC takes a zero-tolerance approach to tax evasion. You must not engage in any form of facilitating tax evasion, whether under UK law or under the law of any foreign country. You must immediately report to the PCC any request or demand from a third party to facilitate the evasion of tax, or any concerns that such a request or demand may have been made.
13. You must at all times comply with the PCC's anti-facilitation of tax evasion policy, a copy of which will be made available to you.
14. **PCC Property**
15. All documents, cameras, laptop, mobile, manuals, hardware and software provided for your use by the PCC, and any data or documents (including copies) produced, maintained or stored on the PCC's computer systems or other electronic equipment (including mobile phones), remain the property of the PCC.
16. Any PCC property in your possession and any original or copy documents obtained by you in the course of your engagement shall be returned to the Department Head at any time on request and in any event prior to the termination of your agreement with the PCC.

**Please acknowledge receipt of this agreement by signing below and returning one full copy to the PCC.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

  *for and on behalf of the*

 *[Legal Entity Name]*

I acknowledge receipt of this agreement and understand and agree to abide by the policies and procedures set out in this document.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Volunteer*