

Thank you for your interest in volunteering with The Oxford Trust. Our public Education and Engagement programmes operate under the name 'Science Oxford'.

This Volunteer Agreement is a description of the arrangement between us, The Oxford Trust, and you, the volunteer, in relation to your voluntary work for the Science Oxford programme. The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one.

Part 1 Our commitment to you

The Oxford Trust accepts the voluntary service of (.....) beginning on (.....).

Your role as a volunteer is to support the mission of The Oxford Trust in 'encouraging the pursuit of science' by helping with one or more of the following Science Oxford activities:

- STEM Careers Programme
- Science Oxford Centre Live Lab activities
- Science Oxford Centre Computing Clubs
- Science Oxford Centre Science Clubs
- Science Oxford Centre Family Days
- Science Oxford Centre school visits
- Woodland / Conservation

The Oxford Trust will:

- Support you by providing an induction and any training you need to fulfil your volunteering role.
- Explain the information you need to carry out your role, and provide access to our policies, including our Data Protection, Safeguarding, Health and Safety and Diversity and Inclusion policies.
- Provide a named staff member as a point of contact for any concerns or problems.
- Help you develop your volunteering role with us and try to provide opportunities for you to use your skills and expertise.
- Provide a lunch for each day you volunteer with us at the Science Oxford Centre or refund reasonable costs of lunch.
- Provide a healthy and safe environment in which to work and any necessary training to ensure your role can be carried out safely.
- Provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.
- Ensure that all volunteers are treated in accordance with our Equity, Diversity and Inclusion policy.
- Endeavour to resolve fairly any problems, grievances or difficulties you may have while you volunteer with us.

Part 2 Your commitment to us

I,(full name in capitals), agree to be a volunteer with The Oxford Trust and will:

- Help The Oxford Trust fulfil its aims and objectives for the Science Oxford programme.
- Perform my volunteering role to the best of my ability.
- Follow the Trust's procedures, policies and standards.
- Read and adhere to the Trust's Safeguarding Policy including following the Safe Working Code of Conduct*.
- Complete an online safeguarding course* and other training appropriate to the role.
- Provide details to allow the Trust to complete an enhanced DBS check*
- Meet time commitments agreed to and, when this is not possible, give reasonable notice so other arrangements can be made.

*for roles involving working with young people.

My agreed voluntary time commitment is

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

Agreed to:
	Volunteer name	Manager's name, on behalf of The Oxford Trust

	Volunteer signature	Manager's signature, on behalf of The Oxford Trust

Date:

Volunteer role: