Haigh Hall Volunteer Agreement

June 2025

Volunteers are an important and valued part of Haigh Hall. We hope that you enjoy volunteering with us and feel part of our team. In return we will do our best to make your experience with us enjoyable and rewarding.

It is important that we protect our volunteers by ensuring they are well looked after and treated with respect and dignity. This agreement outlines the arrangement between us Haigh Hall and you, the volunteer. It advises volunteers what they can expect from us and what we ask of you in return.

We, Haigh Hall will:

1.	Explain your volunteer role and provide any relevant training or support required to carry out your role. (including an induction when you first start).
2.	Ensure your health, safety and welfare – including provision of uniform, safety equipment and tools as required to undertake your role.
3.	Strive to resolve any concerns promptly, fairly and reasonably - applying our complaints procedure when required.
4.	Encourage a positive and supportive volunteering experience.

As a volunteer, we ask that you:

1.	Strive to do the best you can and undertake your volunteering activities with a positive attitude, dedication and commitment.
2.	Attend any briefings or training that we believe will help you in your role.

3.	Follow and operate within the policies and procedures of Wigan Council and Haigh Hall and respect our commitment to EDI (Equality, Diversity, Inclusion). Reading and adhering to the Volunteering with Wigan Council Procedure and Health and Safety Policy Statement of Intent, both of which will be provided on application. Inclusivity Statement | greater.jobs Greater Manchester Good Employment Charter | greater.jobs
4.	Act responsibly, respectfully and within the law, whilst on site and with the people who work with us, our team and other volunteers.
5.	Advise the Volunteer Manager if you have any problems, concerns or feedback about your time as a volunteer.
6.	Maintain confidentiality of Haigh Hall activities, the people who work with us, our team and other volunteers.
7.	Meet agreed time commitments and give reasonable notice when you are not available, so we are able to make alternative arrangements

Health and Safety

As a volunteer you are required to follow our Health and Safety Policy and any instructions you have been given as part of your induction, training, or ongoing supervision. You will be covered by Haigh Hall's insurance whilst on site as a volunteer.

The Volunteer Agreement

This agreement is binding in honour only. It is not intended to be a legally binding contract and 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.

Photography Content

We would like your permission to photograph you for possible inclusion in our publications / website / social media.

If you wish to opt out, please tick here ☐

Volunteer

Your details will be kept in accordance with the Data Protection Act (2018). They will be held securely and confidentially and will only be accessed by authorised personnel.

Signed	Print	Date

Haigh Hall

Signed	Print	Date

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