Horses for Good
Helping horses, helping people

Volunteer Agreement: Horses for Good

Volunteer Name: _____

Date: _____

Welcome

Thank you for choosing to volunteer with our organisation. We value the contribution of our volunteers and are committed to providing a safe, supportive and rewarding environment.

This agreement outlines the expectations of both the organisation and the volunteer. It is not a contract of employment and does not create an employment relationship.

About our organisation

Our not-for-profit organisation provides a home for life for our rehabilitated horses. We also provide wellbeing sessions designed to support the physical, emotional and social wellbeing of participants through interaction with animals, nature and equine-assisted activities. We are an approved Alternative Provision.

We will:

- Provide a safe and supportive volunteering environment
- Offer appropriate induction and training
- Provide information about relevant policies and procedures
- Ensure appropriate safeguarding arrangements are in place
- Provide supervision and support
- Maintain appropriate insurance cover for volunteers
- Treat volunteers fairly and with respect
- Provide references on request related to your volunteering
- Encourage opportunities for personal growth and skill development

Volunteer responsibilities

Chosen volunteering hours are to be set for the month(s) ahead. Your role and responsibilities will be dependent on your interests and time available.

As a volunteer, I agree to:

- Support the aims and values of the organisation
- Act professionally, respectfully and responsibly
- Follow all health and safety procedures
- Follow safeguarding policies and report any concerns immediately
- Maintain confidentiality regarding participants, families, staff and volunteers.
- Treat the animals, participants and colleagues with kindness and respect
- Wear suitable clothing, footwear and PPE for working around horses
- Follow instructions provided by staff and designated supervisors
- Adhere to the Code of Conduct and respect the organisation's policies, values and guidelines
- Inform the organisation if I am unable to attend scheduled volunteering
- Report accidents, incidents, near misses or concerns promptly

Safeguarding

The welfare of children, young people and vulnerable adults is paramount.

Volunteers must:

- Complete any required safeguarding training
- Follow the organisation's safeguarding policy at all times
- Report concerns immediately to the Designated Safeguarding Lead
- Maintain appropriate professional boundaries with participants
- Under 18's must have permission from a parent/carer to volunteer

The Designated Safeguarding Leads are Nathaly Stobbe and Claire Tucker.
We require all volunteers over 16 to have an enhanced DBS check and to cover its cost (currently £12.50). The organisation will pay for subsequent renewals. We practice safer recruitment and will require two references, one of which must be a current/most recent employer (or teacher for under 18s).

Health and Safety

Volunteers must:

Follow all risk assessments and safety procedures

- Use equipment appropriately
- Report hazards immediately
- Never undertake activities for which they have not been trained or authorised

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

Working with horses and other animals

Volunteers agree to:

- Prioritise animal welfare at all times
- Follow safe animal handling procedures
- Report any concerns regarding animal health, behaviour or welfare
- Use only approved equipment and practices

Confidentiality and data protection

Volunteers must not use or disclose any confidential information they have access to either whilst volunteering or after leaving the organisation. Such information must not be shared outside the organisation except where safeguarding or legal obligations require disclosure. All personal information must be handled in accordance with data protection legislation and organisational policies.

Signing this Agreement gives your consent to the processing of personal data, including sensitive personal data, and your compliance with the organisation's data protection procedures.

Copyright

Articles, photographs or social media posts on behalf of the organisation 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 at the premises.

Social media

Volunteers must not:

- Take photographs without prior permission from a member of staff
- Share photographs (taken with permission) or information about participants
- Publish confidential information relating to the organisation
- Represent themselves as speaking on behalf of the organisation unless authorised

Expenses

Reasonable pre-approved expenses may be reimbursed subject to organisational procedures and available funding. Details of expenses and receipts must be provided.

Ending the volunteering arrangement

Volunteering is entirely voluntary. Either the volunteer or the organisation may end this arrangement at any time without notice.

Declaration

I have read and understood this Volunteer Agreement and agree to follow the policies and procedures of the organisation which can be found at:
https://www.horsesforgood.org.uk/who-we-are/our-work/our-policies

I have completed an online registration form:
https://www.horsesforgood.org.uk/what-we-offer/register-with-us

I will ensure that I have the appropriate clothing, footwear and PPE for working on the yard and around horses in all weathers and that I will keep a charged mobile phone with me at all times in case of emergencies.

I agree to complete a DBS form and to the organisation applying for an enhanced DBS check/checking my status on the DBS Update Service and contacting two referees:

Volunteer Signature: _____

Date: _____

References

My current/most recent employer:

Name:_____

Role:_____

Email:_____

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

Name: _____

Relationship:_____

Email: _____

I would like to propose the following days/times for volunteering:

Days/times: _____

Please provide details of any medical conditions, allergies or safety concerns:

_____

_____

Please provide details of anything else you would like us to know:

_____

_____

Parents/carers of volunteers under 18 (minimum age 14, please bring proof of age)

I have read the Volunteer Agreement and give permission for my child to volunteer with Horses for Good. I understand that my child needs to follow HfG's policies and procedures and will help my child to read and understand them.

I will ensure that my child has the appropriate clothing, footwear and PPE for working on the yard and around horses in all weathers and that they will keep a charged mobile phone with them at all times in case of emergencies.

I agree to my child completing a DBS form once aged 16 and to the organisation applying for an enhanced DBS check/checking their status on the DBS Update Service and contacting two referees.

I give permission for myself/my child to be added to the organisation's WhatsApp volunteer group to receive information related to their voluntary role.

Parent/carer signature: _____

Date: _____

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