



# SHELTERED WORK OPPORTUNITIES PROJECT

## CHERRY TREE NURSERY

### VOLUNTEERS' AGREEMENT

**1 Volunteer's Name:**

2 You are initially invited to attend for a taster day, followed by a trial period of between four to six weeks as appropriate. After this we will discuss with you whether you would like to continue attending. Before the taster period starts you are requested to read and sign this agreement.

**3 Hours of work: 9.00 – 10.30**

10.30 – 11.00 (Tea Break)

**11.00 – 12.30**

12.30 – 1.30 (Lunch Break)

**1.30 – 2.30**

2.30 – 3.00 (Tea Break)

**3.00 – 4.00**

You should sign in on arrival and inform us if you are going off site during breaks.

**4 Absences and Sicknesses**

You should telephone by 10.00 am on the day you are going to be absent and let us know that you will not be attending the nursery that day. If you are sick, you (or a person on your behalf) must give us as much information as you can about your illness and how long you think you will be unable to attend. If you wish to arrive late or depart early you must make special arrangements with us on site.

Due to the popularity of the nursery and the shortage of places, we cannot hold your place open indefinitely if:

- you have not attended for three weeks, unless this is due to illness and we have been previously notified; and/or
- you are persistently late, make personal appointments during working hours or take holidays without telling us.

Any of the above may result in you being asked to leave the nursery.

**5 Changes of address, etc.**

You should immediately inform a member of staff about any changes of address, or of Keyworker, GP or medication.

**6 Fire Procedure**

If there is a fire you must not attempt to tackle it yourself, but instead must shout 'Fire' and report it to a member of staff. The Assembly Point for volunteers and staff is on the field outside the nursery.

**7 Health and Safety Policy and Procedures**

We have published our own Health and Safety Policy and will instruct you on how to follow our procedures. Your failure to observe Health and Safety Policy and Procedures may result in you being asked to leave the nursery.

**8 Disciplinary Procedures**

You will be asked to leave the nursery permanently if you:

- fail to comply with the provisions of this agreement;
- fail to comply with Health and Safety procedures;
- fail or refuse to work within instructions given by supervising staff;
- are under the influence of alcohol or a non-prescribed drug; or
- commit any racial or sexual discriminatory act, physically or indecently assault anyone at the nursery, behave disruptively or maliciously, commit wilful damage to property, or steal from SWOP or anyone at the nursery.

**9 SWOP Property**

You are responsible for our property whilst you are using it. You must look after our property, such as tools, radios and work clothes, and return these to us when you leave. All working and refreshment areas should be kept tidy and be left in the same condition as they were found at the beginning of the day.

**10 Suggestions and Complaints**

Along with all volunteers you are eligible for membership of the Management Committee and can make comments or suggestions at any time to help us with the running of the nursery or SWOP.

If you wish to make a complaint, then you should first do so with the Nursery Manager. If necessary your complaint should be addressed in writing, but if you have difficulty with this you may use a friend or advocate to do so on your behalf. The Nursery Manager will endeavour to resolve the complaint directly with the volunteer but, if he or she is unable to do so, your complaint will be passed automatically to the Trustees of SWOP who will investigate the complaint and inform you of their decision within three weeks. (If the Project Manager is unable to resolve your complaint to your satisfaction, then you should address your complaint in writing to the Company Secretary, care of Cherry Tree Nursery, who will write informing you of the Trustees' decision within three weeks).

This agreement was explained to you by .....

I confirm that I have read the agreement, understand its provisions and have been given a copy of the Health and Safety procedures.

I will comply with the provisions of this agreement at all times.

SIGNED: ..... Volunteer

..... SWOP Staff Member

DATED: .....