

Please reply to: «HR_Contact_First_Name» «HR_Contact_Surname»
Direct line: 01227 811189 or 811257
Email: «EMail»

PRIVATE & CONFIDENTIAL

«Title» «First_Name» «Surname»
«Address_Line_1»
«Address_Line_2»
«Address_Line_3»
«Address_Line_4»
«Post_Code»

19 July 2011

Dear «First_Name»,

Re: Volunteering at Canterbury College within----- Department

Following your recent enquiry and subsequent interview, I am pleased to confirm your engagement with the College in a volunteering capacity.

This agreement is subject to the College obtaining 2 suitable references and a satisfactory CRB Disclosure.

Please sign one copy of the enclosed volunteer agreement, I would ask that you return a signed copy, together with the copy of this letter with the acceptance statement below duly signed and dated, to Hr_contact at the above address.

I would like to take this opportunity to thank you for giving your time and welcome you to Canterbury College. Please contact a member of the Human Resources Team to arrange a suitable start date. In the meantime if you have any queries relating to your engagement with the College, please do not hesitate to contact Hr_contact.

Yours sincerely

Alison Clarke
Principal and Executive Director

I accept the above mentioned appointment on the terms and conditions referred to in this letter.

Signature: _____ Date: _____

Canterbury College Volunteer Agreement

Canterbury College's main purpose is to provide excellent education for all. The organisation encourages and welcomes volunteers. This agreement sets out the relationship between a volunteer and the College.

This agreement is binding in honour only. It is not intended by the parties to be a legally binding agreement nor is it intended to create an employment relationship between us.

Your role as a volunteer

The task that you will be asked to undertake as a volunteer are: [insert here the tasks to be undertaken by the volunteer (information from Line Manger)].

What you can expect from us

Canterbury College will provide you with]:

- An introduction to the organisation and your volunteering role within it.
 - Training related to your responsibilities as a volunteer. We hope that you will take advantage of this to improve and maintain your skills.
 - A supervisor/manager (named person) who will supervise your volunteering and with whom you can discuss your work.
 - A regular review of your volunteering role. This will normally be carried out by your [supervisor/manager (named person)].
 - Personal liability insurance to cover you while you are fulfilling authorised volunteer work.
-
- Expenses which you incur in the proper performance of your duties which are in accordance with the Canterbury College Scheme of Conditions of Service will be reimbursed by the Corporation providing that they have been approved in advance by your line manager, and relevant receipts are forwarded.

What we expect from you

The College will discuss and agree with you the amount of time that you are willing to commit to volunteering, when you will be available each week, and how your availability will fit in with our needs. If, for any reason, you will not be attending as we have agreed, we would be grateful if you could let us know as soon as possible so that a substitute can be found or different arrangements can be made. If we have no work for you we will let you know as soon as possible.

Data protection

You are required to abide by the College's Data Protection Policy, a copy of which can be found on the College Intranet.

A failure to follow any of the guidelines in relation to the collection, keeping, processing or destruction of any personal data, whether regarding another staff member, student or other third party, and whether deliberate or accidental, will be regarded as potential misconduct, and may result in disciplinary proceedings being brought.

The Corporation will from time to time wish to process information about you for reasons related to your relationship with the Corporation. You hereby explicitly consent to the Corporation collecting, holding and otherwise processing personal data (including "sensitive personal data") relating to you. The Corporation will process such data only for legitimate reasons, and will do so in a way which does not unjustifiably prejudice your own interests.

Confidentiality

You shall not either during your period of volunteering (except in the proper performance of your duties), nor at any time after its termination, use for your own purposes (or for any purposes other than those of the Corporation) or divulge to any person, corporation, company or other organisation whatsoever any confidential information belonging to the Corporation or to any Subsidiary or relating to its or their affairs or dealings which may come to your knowledge during your time at College. This restriction shall cease to apply to any information or knowledge which may come into the public domain after the termination of your employment, other than as a result of unauthorised disclosure by you or by any third party. Confidential information shall include (but shall not be limited to) the following:

- a) Information concerning the services offered or provided by the Corporation or any Subsidiary including the names of any persons, companies or other organisations to whom such services are provided, their requirements and the terms upon which services are provided to them (save that such information shall not be regarded as confidential once it has been published in any prospectus or other document which is available to members of the public);
- b) The Corporation's marketing strategies and business plans or those of any Subsidiary;
- d) Financial information relating to the Corporation or any Subsidiary (save to the extent that such information is included in published audited accounts);
- e) Details of:
 - (i) Employees of the Corporation or any Subsidiary, the remuneration and other benefits paid to them and their experience, skills and aptitudes;
 - (ii) Any arrangements for the supply of personnel to the Corporation or any Subsidiary by a third party provider;
 - (iii) Any commercial activity undertaken by the Corporation;
 - (iv) Any contracts between the Corporation and third parties;

- (v) Any information which you have been told is confidential or which you might reasonably expect to be confidential;
- (vi) Any information which has been given to the Corporation or any Subsidiary in confidence by students or other persons, companies or organisations.

All records, documents and other papers (together with any copies or extracts thereof) made or acquired by you in the course of your employment shall be the property of the Corporation and must be returned to it on the termination of your employment.

Details of the Corporation's Public Interest Disclosure Procedure applicable to you are available from the Human Resources Department. This procedure may be varied by the Corporation from time to time. Nothing in this contract, and in particular this clause, is intended to prejudice your rights under the Public Interest Disclosure Act 1998.

Any request received by you under the Freedom of Information Act will be forwarded to your Line Manager for consideration. Under no circumstances should you respond to such a request directly.

Policies

You will abide by the organisation's health and safety and equal opportunities policies. These can be found [at [place]/in the documents that have been given to you].

Ideas and problems

You may have ideas for the better performance of your duties or of ways in which we can meet our objectives as an organisation. Please discuss these with your [supervisor/volunteer coordinator/manager/named person].

You may run into problems when performing your duties. You should discuss any complaint or problems with your [supervisor/volunteer coordinator/manager/named person].

Your [supervisor/volunteer coordinator/manager/named person] will discuss with you any issues that he/she may have with your work.

If you would like to change the arrangements for your volunteering or move to a different kind of volunteering, that too should be raised with your [supervisor/volunteer coordinator/manager/named person].

Referees

We require you to provide two referees. We may also require you to be checked by the Criminal Records Bureau.

Termination

Either you or the organisation can terminate this agreement with or without notice at any time.

Signature: _____