



BORDERLANDS

from exclusion to

BELONGING

Volunteer Agreement

Borderlands (South West) Ltd Registered Charity No: 1143313

March 2022

Borderlands (South West) Ltd. Mentor Volunteer Agreement

This volunteer agreement describes the arrangement between Borderlands (the organisation) and.....

Borderlands appreciates your volunteering with us and aims to make this experience of volunteering both enjoyable and rewarding.

Your role as a volunteer is: Mentor. This role is designed to help Borderlands reach its overall goal:

To support and work with asylum seekers, refugees and those with immigration issues, primarily in the wider Bristol area through: enhancing their social inclusion and wellbeing, supporting those in poverty, raising awareness of their issues among the wider community,
By providing 1-1 emotional and practical support to asylum seekers and refugees.

A. Borderlands agrees to provide the following:

1. Induction and training

To provide thorough induction on the work of Borderlands, its staff, your role as a volunteer and the induction and/or training you need to meet the responsibilities of this role. Please see the Mentor Handbook for full details of the organisation.

2. Supervision, flexibility and support

2.1 To explain the standards we expect for our services and to encourage and support you to achieve and maintain them.

2.2 To provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems.

2.3 To do our best to help you develop your volunteering role with us.

3. Expenses

- 3.1 To repay the following expenses:
 - 3.1.1 Travel to during your volunteering activity
 - 3.1.2 Up to £6.00 per mentoring meet-up to cover the cost of coffees etc. If you want to spend more to do a specific activity together then talk with the mentoring manager.
 - 3.1.3 Specialist materials when required, for example an english textbook.

Receipts must be provided for all expenses. See the Mentor Handbook for further details and how to claim.

4. Health and Safety

To provide a healthy and safe working environment and adequate training and feedback in support of our health and safety policy, a copy of which is available in the 'Documents for Mentors' Google Drive folder.

5. Insurance

To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.

6. Equal Opportunities

To ensure that all volunteers are treated equally and fairly in accordance with our equality and diversity policy, a copy of which is available in the 'Documents for Mentors' Google Drive folder.

7. Data Protection

To only use and hold your data as set out in our Data Protection Policy, a copy of which is available in the 'Documents for Mentors' Google Drive folder.

B. As a volunteer mentor you agree to:

- a) Help Borderlands fulfil its role
- b) To perform your volunteering role to the best of your ability
- c) To follow Borderlands' procedures and standards in all aspects of your role, especially around boundaries and safeguarding.
- d) To respect the confidentiality of the information you gain through your volunteering role at borderlands.
- e) To meet the commitments expected for the role including:
 - Meeting with your mentee once a week for a period of 1-2 hours, or letting them know if you are unable to meet during the period of your partnership.
 - Communicating regularly with the mentoring manager and your team leader by completing the GoggleForm document, attending mentor peer support supervision sessions, and any meetings arranged by the mentor manager or team leaders with you and your mentee.

This agreement is an honourable agreement rather than a legal one, and may be cancelled at any time by either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Signed (Volunteer Mentor):

Signed (Mentoring Manager):