



Volunteer Agreement for Reading Coaches

A shared and clear understanding of expectations about roles and responsibilities by FRED and its volunteer reading coaches is necessary if FRED is to provide a high quality service which is consistent and reliable. This document seeks to make clear those expectations. It is not a contract and is not intended to create any legal relationship. All FRED Reading Coaches are volunteers, not employees. The obligations set out in the document are binding in honour only.

As a volunteer reading coach you are expected to:

1. adhere to the practices and standards as described in the FRED policies particularly: Equality and Diversity, Data Protection, Safeguarding, Venue and Lone Workers as well as 'Advice for FRED Reading Coaches'
2. establish a professional and supportive relationship with each Learner
3. establish and maintain good working relationships with representatives of the host venue
4. adhere to FRED learning session guidelines i.e. no more than 30-45 minutes of concentrated learning, plus time either side for conversation and completing the Learner Log. Learners are encouraged to have no more than three learning sessions a week.
5. attend initial training and support meetings
6. respect the right to confidentiality of the individuals you encounter through FRED
7. seek advice and support from the coach coordinator when required
8. keep an accurate record of expenses with receipts where appropriate
9. give as much notice as possible of your intention to cease volunteering with FRED
10. represent our work and promote its value to the community

FRED will:

1. inform volunteers of, and implement the policies, practices and standards in the FRED Equality and Diversity Policy, the safeguarding guidelines, and 'Meeting your Reader – some guidance'.
2. provide relevant initial training and induction to new reading coaches
3. provide reading coaches with support, supervision, and ongoing development training
4. cover the cost of travelling to learning sessions, meetings and training events
5. keep you informed of FRED's development and invite you to the AGM
6. respect your right to confidentiality

I have read and understood the contents of the Volunteer Agreement.

I have read and understood the following policies: Equality and Diversity, Data Protection, Safeguarding, Venue and Lone Workers.

Signed:

.....

Date:

Name: (please print)

.....

FOR FRED

Signed:

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Date:

Name: Coach Coordinator

One copy to be retained by coach and the other copy to be returned to Coach Coordinator

I have read and understood the contents of the Volunteer Agreement.

I have read and understood the following policies: Equality and Diversity, Data Protection, Safeguarding, Venue and Lone Workers.

Signed:

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Date:

Name: (please print)

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FOR FRED

Signed:

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Date:

Name: Coach Coordinator

One copy to be retained by coach and the other copy to be returned to Coach Coordinator