



Shildon Railway Institute

# **Volunteer Agreement**

Version 1.1 Adopted

12 Jun 2023

## Shildon Railway Institute Volunteer Agreement

As a volunteer for Shildon Railway Institute you will be treated with respect and dignity.

You will be part of a friendly team.

Any training that is required will be provided and our standards and procedures will be explained to you.

Some volunteer roles may require a Disclosure and Barring Service (DBS) check but you will be notified if this is necessary.

Please answer the following questions:-

**Have you ever been charged with, cautioned or convicted in relation to any criminal offence?**

YES / NO (delete as applicable)

**Do you have a pending police enquiry? If YES, give details**

YES / NO (delete as applicable)

### Code of Confidentiality

If someone gives us/ you confidential information this should not be shared without their permission.

If you have any concerns about another volunteer you must speak to the Chair or Secretary of the Management Committee

### Your Agreement

I agree to abide by Shildon Railway Institute's code of confidentiality and have seen, and will abide by, its Volunteer Code of Conduct

Signed \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

# Volunteer Questionnaire

## Contact Details

- Address \_\_\_\_\_
- Email \_\_\_\_\_
- Contact telephone number(s) \_\_\_\_\_

**What do you hope to bring to Shildon Railway Institute as a volunteer?**

**What do you hope to gain from volunteering at Shildon Railway Institute?**

**Would you be interested in a committee role, either now or in the future?**

**What times (days/ evenings/ weekends) would generally be best for you to volunteer?**

**Do you have any allergies or other health conditions that we need to know about?**

### **Emergency Contact Details**

Please give contact details for a person we might contact in the unlikely event of an emergency:

Name \_\_\_\_\_

Telephone number \_\_\_\_\_

### **Referee Details**

Please give contact details for a person we might contact in the unlikely event of an emergency:

Name \_\_\_\_\_

Telephone number \_\_\_\_\_

### **Treatment of your Persona Data in accordance with General Data Protection Regulation (GDPR) and our Data Privacy Policy**

If your role requires a DBS check, this is confidential and will be funded by Shildon Railway Institute

Any information you provide will be treated in strict confidence and will not be shared with third parties.

Information you provide to us will be digitised and kept securely stored by us only for the duration of your period as a volunteer for Shildon Railway Institute, after which it will be promptly deleted.

It will not be retained or used for any other purpose.

Details of our data privacy policy and GDPR compliance, as well as your rights with respect to our storage of this information, are published on our website [www.shildonrailway.institute](http://www.shildonrailway.institute)  
Do you give consent for us to hold the information you have provided ?

YES / NO (circle as applicable)