

THE
HARBOUR
PROJECT

Reg. charity 1097227

Volunteer Agreement

*On acceptance to volunteer, you will be asked to sign this agreement.
It is not a legally-binding contract, but is intended to underline the mutual
commitment between the Harbour and each volunteer.*

We (the Harbour) agree:

- To provide support, information and, as practicable, training, to enable you to perform an effective and fulfilling role within the Harbour
- To treat you as a member of the Harbour, jointly responsible for achieving its aims
- To provide a reference for you if requested.

You agree:

- To adhere to Harbour's values - especially concerning confidentiality (please see overleaf)
- To perform duties agreed with the co-ordinator to the best of your ability
- To meet time and duty commitments, except in exceptional circumstances, or provide adequate notice so that alternative arrangements can be made
- To attend training/support meetings except in exceptional circumstances
- To give notice in writing when no longer able to continue volunteering.

Signed:

Volunteer (BLOCK CAPITALS):.....

On behalf of Harbour:

Name (BLOCK CAPITALS):

Date:

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Our Values

We are committed to:

- 🕒 **Preserving a 'safe space' for refugees and asylum seekers**
Respecting our visitors' vulnerability means not asking too many questions, letting them decide when they are ready to talk about the situation from which they have come.
- 🕒 **Impartiality**
Staff and volunteers should be working towards the inclusion of all who may benefit from the Harbour, irrespective of ethnic origin, language, culture, gender, religion, physical or mental health.
- 🕒 **User involvement**
We cannot assume we know what our visitors need or want; we must ask and listen. We encourage our visitors to volunteer with us and seek their feedback in all we do.
- 🕒 **Encouraging independence**
Although providing new arrivals with essential help, ultimately we need to encourage users to become independent of us. Volunteers should consider how this works in practice, case by case.
- 🕒 **Confidentiality**
Information is shared on a 'need to know' basis. We seek visitors' signed consent when liaising with other agencies. If you have any concerns, please discuss with a member of staff or the management committee.
- 🕒 **Teamwork**
Working as a team means good communication. This involves checking the notice boards regularly, filling in the relevant paperwork in the Drop-in, and attending volunteers' training and meetings when possible.