TAUNTON WELCOMES REFUGEES

*A charitable incorporated organisation number 1183921*

# Volunteer Code of Conduct and Contract

Thank you for volunteering to work with Taunton Welcomes Refugees (TWR) in offering support for those refugees and asylum seekers who are currently living in the Taunton area. This will play a crucial role in helping them to become settled and independent.

This document has two separate parts; a code of conduct for you to sign, plus an agreement between yourself and TWR that you will become a volunteer to assist us in this work. When you have read the policies (if you have not done so already) please sign this agreement in the relevant parts and return to our administrator at admin@tauntonwelcomesrefugees.co.uk

## Volunteer Code of Conduct

Adults volunteering with families and individuals occupy a position of considerable trust. Our conduct and behaviour must demonstrate that we will always act in the best interests of those with whom we come into contact. We must protect vulnerable adults and young people and create an ethos which reduces the likelihood of abuse occurring. We must act promptly and according to procedures in reporting any matters of concern. (These should be addressed to our Safeguarding Officers: Lou Froud and Simon Forrester)

This Code of Conduct requires volunteers to read, understand and implement the TWR Safeguarding and Child Protection Policies with regards to working with children and vulnerable adults, and observing strict confidentiality with regards to the personal information of those we support. It also involves observing our Lone Policy Working, Data Protection and Health and Safety Policies.

## Appointment as Volunteer

You have successfully attended our full preparation course, and TWR has been informed of your DBS clearance and holds two positive references for you on file. Having fulfilled these requirements, we are very pleased to welcome you onto our team of volunteers.

As a member of the charity, you will be covered by our public liability insurance (although if you offer lifts to any of the refugees or asylum seekers that we support, you will need to inform your car insurance company for this to be recorded on your policy).

In your volunteering role you agree to work closely with your co-volunteers and the Trustee Link or Project Leader for that family or group. The Trustee Links and Project Leaders are there to support you in your role, and should be consulted if you have any questions or concerns. This agreement with TWR will be valid for three years, but can be terminated by either party at any time.

**Volunteer Declaration**

I acknowledge my responsibility to protect young people and vulnerable adults. I have read and agree to follow TWR's Safeguarding Policy, Child Protection policy, Lone Working, Data Protection, Health and Safety and Confidentiality Policies. I understand the need to work in a trauma-informed way and will strive to do so.

I understand that failure to uphold these policies, the code of conduct or to jeopardise the work of the charity in any way, may result in me being removed from the role of volunteer.

Signed _____ Date _____

Print name _____ (Volunteer)

**Volunteer Appointment**

This letter appoints you as a volunteer to give support to families or groups of individuals as arranged by TWR, for a maximum of three years (this agreement to be renewed after that date).

Signed _____ Date _____

Print name _____ (Volunteer)

Signed _____*Simon Forrester*_____

Date_17.12.25

Print name __Simon Forrester_____ (Volunteer Management Team and Co Chair)