



Volunteer agreement

Created 2018

Last reviewed: October 2022

Date of next review: October 2023

Volunteer 1-1 tutors

What we expect from you

- ✓ Understand the volunteer role and requirements, as outlined in the [Volunteer role description](#).
- ✓ Complete training and pass our safeguarding requirements, including obtaining a DBS check (these will be refreshed every three years)
- ✓ Treat all young people, The Access Project staff, support staff and other volunteers with respect
- ✓ Maintain professionalism at all times when working with young people
- ✓ Operate within The Access Project's Safeguarding Children Procedures in the event of any disclosure/concern
- ✓ Report any incidents or concerns that a child may be at risk. This includes a requirement under the Prevent duty to report if you suspect that a child or adult at risk may be under the influence of radicalisation or extremism
- ✓ Refer to our [Lone worker policy](#) when setting up your tutorials
- ✓ Communicate with young people in line with our [Communication guidelines](#). Please note that your email address and phone number may be provided to the student you are paired with for the purpose of arranging tutorials
- ✓ Communicate externally following our [Social media policy](#)
- ✓ Follow our [Gift giving policy](#) for receiving/ giving gifts
- ✓ Keep information and data relating to anyone on The Access Project confidential, ensuring you do not share information to third parties without permission
- ✗ Do not take photographs of young people without permission from relevant The Access Project staff
- ✗ Do not discriminate against any young person, other volunteer or The Access Project staff on the basis of that person's age; disability; gender reassignment; marriage or civil



partnership; pregnancy or maternity; race; religion or belief; gender; and/or sexual orientation.

What you can expect from us

- ✓ Full training on the topic of how to tutor and child safeguarding. For those volunteers tutoring online, additional training on using the online classroom will also be provided
- ✓ Once matched with a student, a designated point of contact via the University Access Officer (UAO) based in the school where your matched student studies
- ✓ Access to resources to assist in your tutorials
- ✓ Depending on tutored subject, access to additional equipment to facilitate your online tutorials (such as a graphics tablet), should this be required
- ✓ Access to our online Volunteer Portal, which is a platform to communicate with other volunteers and share ideas and resources
- ✓ Regular newsletters and updates
- ✓ One-to-one support via tutorial drop ins to help you with your tutorials and to share best practice
- ✓ The Access Project is committed to ensuring that reasonable adjustments are provided, where appropriate, to enable potential volunteers with a disability to volunteer with us. We will provide the opportunity upon application to detail any reasonable adjustments you may require for you to undertake this volunteering role.

Any feedback, issues or concerns to be addressed following our [Volunteer Issue Resolution Policy and Procedures](#).