



The Access Project - Volunteer Agreement

Last reviewed: May 2021

Date of next review: May 2022

1. What we expect from you:

- ✓ Complete training and pass our safeguarding requirements, including obtaining a DBS check (these will be refreshed every three years).
- ✓ Treat all young people 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](#).
- ✓ 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 Access Project staff.
- ✗ Do not discriminate against any young person, other volunteer or 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; sex; and/or sexual orientation.



2. 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.

- ✓ Regular newsletters and updates.

- ✓ One to one support via tutorial drop ins to help you with your tutorials and to share best practice.

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