 **KCAH Winter Night Shelter**  **Volunteer Agreement**

Dear Volunteer,

Thank you for giving your time to volunteer in the Kingston Churches Winter Night Shelter. We ask all volunteers to read and agree the statements below and please sign and date the form as instructed.

# GENERAL STATEMENT

Our policy is to provide and maintain, as far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work, for both volunteers taking part in and guests accessing the night shelter. Our aim is to provide training and supervision as is needed for this purpose.

**Through Kingston Churches Action on Homelessness, the night shelter UNDERTAKES TO:**

1. Provide a working environment that is healthy and safe with satisfactory amenity facilities
2. Ensure that health & safety legislation, regulations and codes of practice are observed
3. Provide and maintain safe premises and equipment including appropriate protective clothing
4. Ensure that the systems of work are safe and to provide or locate appropriate training and advice for volunteers in these matters
5. Promote effective communication between Kingston Churches Action on Homelessness, volunteers and guests on safety matters in the building.
6. Ensure that all volunteers and guests using the premises are safe and without risk to their health
7. Review and revise relevant policies annually or as new legislation requires

All volunteers will need to have read the Volunteer Handbook

The KCAH Night Shelter Management Team (SMT) will be responsible for terminating any volunteer’s involvement with the shelter. It is not our intention to exclude anyone from the shelter. This is a last resort. However, if volunteers cannot respect the above conditions we will have to take appropriate action. **The above conditions exist in order to maintain a safe environment for both volunteers and guests.** Where volunteers choose not to conform to any of the above conditions we will act in line with what we describe in this commitment. We will endeavour to do so in an open, accountable and reasonable manner.

If you have any queries/concerns about any of the statements above please talk to KCAH SMT and they will happily talk through them with you.

**EMERGENCY CONTACT**

I will ensure that I have updated Three Rings with my emergency contact details.

In the event of an emergency, I give KCAH staff the permission to contact the person named on Three Rings

**CONFIRMATION OF ADHERANCE TO THIS AGREEMENT**

I will use the link in the email to confirm that I have read this agreement and commit myself to agehering to it at all times whilst volunteering at KCAH