

Approved Legal Observer Volunteer Agreement for Police (Scotland) Angels

1. Agreement Date and Parties

The date of this Agreement is

This volunteer agreement describes the arrangement between us, **Police Scotland Angels and**

This agreement is not intended by us or you to create an employment relationship or be a legally binding contract between us. Either you or we may end it at any time. This agreement sets out what we will do and what we hope you will do. Please tell us if you would like to change anything and we will try to do that.

2. You as a Volunteer

Your role as an **approved legal observer** in a voluntary capacity by our organisation Police Scotland Angels, you undertake to adhere conditions of the voluntary role: with us is set out in paragraph 1 of the Schedule. This role will start on the date set out in paragraph 2 of the Schedule.

We would hope that as agreed, you will volunteer for the amount of time set out in paragraph 3 of the Schedule. We think that this amount of time will be of value to you and to us. If you want to change the time that you volunteer, please let us know straight away so that we can make any changes that we need to. We try to be as flexible as possible (within the constraints of drawing up a rota).

When you are volunteering, you must follow any policies and procedures that apply to you as a volunteer. This includes our health and safety, data protection, equal opportunities and our anti-bribery policies and procedures.

We would ask that at all times you perform your approved legal observer volunteer role as best as you can with impartiality and courtesy to both participants and overseeing authorities.

3. Induction and Training

When you start we will give you information about our work, and your responsibilities as an approved legal observer when you are volunteering with us. You will have a training manual pack with you at all times, you will be representing our organisation by wearing our high visibility personalised and identifiable tabards, and your behavior and actions are a representation of our organisation, therefore your impartial conduct is a reflection of your role as an approved legal observer. You will be issued with an identification badge before any event commences and all Police Scotland Angels resources and branded materials/equipment representing our organisation **MUST** be returned after the event to the lead organisation service provider. We must insist that all approved legal observers must ensure that they remain in situ and operate in pairs at all times. Please refer to training pack.

4. Supervision and Support

Your Contact will be advised at each event.

While you are volunteering with us, you should speak to the person named in paragraph 4 of the Schedule if you have any concerns or questions about your role. They will work with you to help you develop your

volunteering role with us and will act as your supervisor. If you are unable to volunteer when you have said that you will, please tell this person as soon as possible.

If this changes, we will tell you.

5. Expenses

We will repay you for any expenses that you have to pay because you volunteer with us as set out in paragraph 5 of the Schedule, provided that you get our agreement before you incur the expenses, and you give all of your receipts for the expenses to us when you claim them. You should speak to the person set out in paragraph 4 of the Schedule to get our agreement to your expenses and to get more information about our expenses policy.

6. Confidential Information and Data Protection

When you volunteer, you may see our confidential information, such as trade secrets, business contacts, and technical and financial information. We expect you not to use or disclose this confidential information to anyone while you are volunteering or at any time after you stop volunteering with us.

You confirm that you will comply with our data protection policy when handling personal data during your time as a volunteer with us, including personal data relating to any of our employees, workers, contractors, volunteers, customers, clients, suppliers or agents. You will also comply with any of our other policies that deal with processing data. We may change our data protection policies at any time, but we will tell you about the changes in writing.

If you do not comply with our data protection policy or any of our other policies that deal with processing data, we may ask you to stop volunteering with us straightaway if we suspect any form of mishandling or abuse of data protection and other policies. We cannot stress enough how important Data Protection and GDPR UK is, if you feel you need a short course or discussion on DPA please contact Samantha Kerr who can arrange short, fun and bitesize training modules to assist.

We will collect and process information about you in accordance with the privacy notice provided to you or available on www.policescotlandangels.org or contact policescotlandangels@outlook.com for **DPA, GDPR or data subject access requests.**

8. Our Property

All documents, manuals, hardware and software provided for your use when you volunteer, and any data or documents (including copies) created or kept on our computer systems or other electronic equipment, remain our property. Any of our property in your possession and any original or copy documents obtained by you when you volunteer shall be returned to us at any time when we ask you to and always when you finish volunteering with us. We take your privacy very seriously, and all personal data is held offline in either a secure password protected a hard drive or pen drive allocated to the individual for safety and security.

9. When You Want to Stop Volunteering

If you want to stop volunteering with us, we would ask that you give us as much notice as possible so that we can make any changes that we need to. Please give your notice to your supervisor and arrange to have any Police Scotland Angels property returned as soon as possible.

10. Signature

Please sign this agreement to show that you have received it and understand what it says.

1. Signed by

Name:

Date:



On behalf of ***Police Scotland Angels***

2. Signed by ***Volunteer***

Name:

Date:

Schedule

1. **"Volunteer Role": Approved Legal Observer**

2. **"Start Date":**

3. **"Amount of time agreed to volunteer":**

4. **"Person you will report to":**

5. **"Details of any expenses to be covered":**

Police (Scotland) Angels

