

# Volunteer agreement

## Memorandum of understanding

The following points form the basis of the memorandum of understanding between Action Tutoring and the volunteer, to ensure the smooth running of the programme.

### The volunteer

- The volunteer shall commit to tutor one to three pupils for approximately 1 hour a week for a term, unless a separate arrangement has been made with the school.
- The volunteer must commit to attend pre-programme training prior to commencing volunteering.
- The volunteer shall give Action Tutoring at least 24 hours notice if they are unable to attend a session, unless there are extenuating circumstances.
- The volunteer agrees to adhere to Action Tutoring's Child Protection Policy.
- The volunteer agrees to either undertake a DBS check through Action Tutoring or to provide an original copy of a DBS check completed within the last 2 years prior to the commencement of volunteering and a form of identification.
- The volunteer shall notify Action Tutoring or the school as soon as possible if any issues or problems arise during the term period.
- The volunteer agrees to use the Action Tutoring resources to prepare material before each session where necessary, to be encouraging, enthusiastic and committed for the duration of the programme.
- There is no commitment for a tutor to continue working with Action Tutoring beyond the term programme unless this is desired.
- The volunteer shall treat all Action Tutoring staff politely and with respect. Action Tutoring does not tolerate violent, abusive, rude, aggressive or threatening behaviour towards our employees.