Open SU Volunteer Agreement

Guidance for Student Volunteers

Open SU recognises the help of its unpaid volunteers who provide many valuable services to students. It is essential that Open SU's charitable objectives and mission statement are evident in all transactions or situations in which volunteers might be deemed to be representing the organisation. This is also true for OU Students Educational Trust volunteers.

As an Open SU Volunteer you should ensure that:

- You read and familiarise yourself with the Volunteer Policy and Handbook

- You are signed up to the website so that your data can be stored securely. You should keep your information up to date on your online profile i.e. change of address, contact email etc. This can be done by logging into the website.

- You attend appropriate training as specified by Open SU.

- You will inform a member of the staff team if you are unable to attend a volunteering commitment, giving as much notice as possible.

- You will inform us should you decide to stop volunteering.

- You will follow all regulations and guidelines provided by Open SU – e.g. in relation to health and safety and confidentiality.

- You will behave in a respectful way towards staff, volunteers, students and other people you encounter as part of your role. Discriminatory behaviour, harassment or online abuse directed towards others will not be tolerated.

- You will not undertake voluntary work under the influence of alcohol or drugs.

- You will act responsibly in relation to your own health and safety and that of any co-workers or fellow volunteers.

- You are honest with regards to claiming expenses, understanding that expenses are paid by Open SU and Trust as a registered charity.

- Property of Open SU (including the logo) should only be used in an appropriate manner and with permission.

- You will be committed to equality, diversity and inclusion.

Please make sure you have fully read and understood this agreement before accepting your new voluntary role. If you have any questions the Volunteering team would be happy to help – OUstudents-volunteer@open.ac.uk.

We hope that you will enjoy your time volunteering with us, and we thank you for your contributions to Open SU.