

Adult Volunteer Statement of Expectations and Code of Conduct

Adult Volunteer Agreement

We value your commitment to us and will do the best we can to make your volunteer experience enjoyable and rewarding. To make sure you have the best possible experience we have created this agreement, which sets out our commitment to you and what we hope you can contribute.

Police Scotland Youth Volunteers (PSYV) is committed to:

- **Giving you a great experience and providing you with great opportunities to develop young people and serve the local community.**
- **Giving you the opportunity to attend prestigious local and national events.**
- **Being responsive to your requirements.**
- **Providing you with induction training.**
- **Providing you training required to undertake your role, including bespoke Youth Leadership & Child Protection training.**
- **Providing you opportunities to receive qualifications relating to your role with PSYV.**
- **Ensuring you know what to do to stay safe, in accordance with our Health and Safety Policy.**
- **Providing you support throughout your volunteer experience.**
- **Explaining the standards we expect and to encourage and support you to achieve and maintain them.**
- **Providing you a named person (the Group Coordinator) who will be your point of contact whilst volunteering. The Group Coordinator will discuss your volunteering and any achievements and issues arising on a regular basis.**
- **Doing our best to help you develop your volunteering role with us.**
- **Being flexible in relation to your volunteering hours, recognising your need for holiday time and other commitments.**
- **Honouring the time commitment you have agreed to give us and not to expect more from you unless offered and agreed.**
- **Reimbursing out-of-pocket expenses as agreed with the Group Coordinator from local group funds.**
- **Providing adequate insurance (where applicable) to cover volunteers whilst undertaking volunteering approved and authorised by us.**
- **Ensuring that all volunteers are treated fairly and in accordance with Police Scotland's Equality and Diversity Policy.**
- **Trying to resolve fairly any issues or difficulties you may have whilst you volunteer with us before they become problems. In the event of an unresolved problem, to offer an opportunity to discuss the issue through to an agreed conclusion.**
- **Follow up on any feedback or questions you may have regarding your involvement as a volunteer.**

I, agree to volunteer with Police Scotland Youth Volunteers and am committed to the following:

- **Volunteering with PSYV for a minimum of 12 months.**
- **Committing to a minimum of 3 hours volunteering per month.**
- **Wearing and looking after the PSYV uniform.**
- **Remaining in regular contact with the Group Coordinator.**
- **Attending nominated Adult Volunteer training courses at the earliest opportunity.**
- **Being reliable, punctual.**
- **Representing PSYV and the values of the organisation to the best of my ability.**
- **Performing my volunteering role to the best of my ability.**
- **Working as agreed in my volunteer role description.**
- **Following the organisation's policies and procedures contained within the Manual of Guidance**
- **Familiarising myself and ask if I'm not sure about what to do stay safe whilst volunteering.**
- **Maintaining the confidential information of the organisation.**
- **Informing the Group Coordinator and the Child Protection Officer immediately if I have any concerns regarding the health, safety or welfare of a Youth Volunteer.**
- **When unable to attend agreed meetings / events I will give reasonable notice and make contact with the Group Coordinator at the earliest opportunity so that other arrangements can be made.**
- **Providing references and to agree to checks under the Protection of Vulnerable Groups (PVG) scheme, as required.**
- **Return any loaned equipment when ending my volunteering.**

This agreement is not intended to be a legally binding contract between us and may be stopped at any time by either party.

Adult Volunteer Code of Conduct

- An AV will attend all engagements that they have promised to attend. If they are unable to attend they will inform another AV as soon as practicable before the event.
- The GC will review the status of any AV who fails without notice to attend events on three consecutive occasions.
- AV will treat all other AV, guests and YV with respect at all times. Inspectors and above and members of the public will be addressed as "Sir" or "Ma'am", Sergeants as "Sergeant" and other AV as "staff".
- AV issued with uniform will ensure that it is brought to every meeting, along with suitable PT kit for physical exercise, unless otherwise directed by the GC.
- Uniform is not to be worn in public unless attending an authorised PSYV event (see the Uniform section).
- Any AV whose behaviour at any time may bring the PSYV into disrepute or displays an adverse image of the PSYV shall have their status reviewed.

- The PSYV will not tolerate any discrimination on the grounds of an individual's nationality, gender (including transgender), race, colour, ethnic or national origin, sexual orientation, marital status, religion, age or disability.
- The PSYV will not tolerate any bullying, aggressive, overbearing or violent behaviour.
- AV's should, at all times, be aware of their position within PSYV and at no time engage in any behaviour in relation to their contact with YV's, which could be regarded as inappropriate.
- AV's must be mindful of their position of trust within PSYV and be aware of the need to maintain transparent, appropriate boundaries at all times in this respect.
- AV shall NOT directly contact or communicate with any YV's by personal phone or social media accounts.
- AV are not permitted to smoke (including e-cigarettes) or chew gum in uniform whilst in the public view. AV should not drink alcohol while supervising YV.

Signed:
Print Name:
Date:
Group Coordinator Signature:
Group Coordinator Print Name:
Date: