



Volunteer agreement

Created 2018

Last reviewed: January 2024

Date of next review: January 2025

Volunteer 1-1 tutors

What we expect from you

- ✓ Understand the volunteer role and requirements, as outlined in the [Volunteer role description](#).
- ✓ Complete training and pass our safeguarding requirements, including obtaining a DBS check (these will be refreshed every three years)
- ✓ Treat all young people, TMS Youth & Arts (the Charity) staff, support staff and other volunteers with respect
- ✓ Maintain professionalism at all times when working with young people
- ✓ Operate within TMS Youth & Arts Safeguarding Children Procedures in the event of any disclosure/concern
- ✓ Report any incidents or concerns that a child may be at risk. This includes a requirement under the Prevent duty to report if you suspect that a child or adult at risk may be under the influence of radicalisation or extremism
- ✓ Communicate with young people in line with our [Communication guidelines](#).
- ✓ Keep information and data relating to anyone on TMS Youth & Arts confidential, ensuring you do not share information to third parties without permission
- ✗ Do not take photographs of young people without permission from relevant TMS Youth & Arts staff
- ✗ Do not discriminate against any young person, other volunteer or TMS Youth & Arts staff on the basis of that person's age; disability; gender reassignment; marriage or civil

partnership; pregnancy or maternity; race; religion or belief; gender; and/or sexual orientation.

What you can expect from us

- ✓ Full training on the topic of how to tutor and child safeguarding. For those volunteers tutoring online, additional training on using the online classroom will also be provided
- ✓ Once matched with a student, a designated point of contact where your matched student studies
- ✓ Access to resources to assist in your tutorials
- ✓ Depending on tutored subject, access to additional equipment to facilitate your online tutorials (such as a graphics tablet), should this be required
- ✓ One-to-one support via tutorial drop ins to help you with your tutorials and to share best practice
- ✓ TMS Youth & Arts is committed to ensuring that reasonable adjustments are provided, where appropriate, to enable potential volunteers with a disability to volunteer with us. We will provide the opportunity upon application to detail any reasonable adjustments you may require for you to undertake this volunteering role.