



Volunteer Agreement & Expenses Policy

Purpose

To set out the principles of volunteer involvement in Everyday English Ltd, ensuring that volunteers are valued, supported, and treated fairly.

Policy Statement

Volunteers are an important part of our work. They are not employees, but we will ensure that they are welcomed, supported, and reimbursed for agreed out-of-pocket expenses.

Legal Framework

- NCVO Volunteering Good Practice Guidance
- Equality Act 2010 (where applicable)

We will:

- Provide volunteers with a clear role description and induction.
- Ensure volunteers have access to appropriate training and support.
- Reimburse reasonable out-of-pocket expenses (such as travel) on production of valid receipts.
- Ensure volunteers are covered by our insurance policies where relevant.
- Expect volunteers to follow our organisational policies, including safeguarding, health and safety, and data protection.
- Allow either the volunteer or Everyday English Ltd to end the arrangement at any time.

Breach of Policy

Volunteers who act in breach of our policies may have their volunteer arrangement terminated.

Review

This policy will be reviewed annually by the Board of Directors.

Signed: 

Chair, Board of Directors

Date: 30th September 2025