

Young Enterprise Volunteering Agreement

Thank you for choosing to volunteer with **Young Enterprise**. Our mission is to empower young people to discover, develop, and celebrate their skills and potential. We deliver practical, hands-on programmes delivered in schools, colleges and other settings to provide enterprise and financial education that prepare young people for real-life opportunities and challenges.

As a volunteer, you play a vital role in bringing our programmes to life. Your expertise and guidance help young people gain real-world insights, build confidence, and prepare for future success. We are committed to ensuring that you have a positive and fulfilling volunteering experience, and we greatly value your contribution.

What to Expect from Young Enterprise

We will:

- **Facilitate a Welcoming Environment and Support You:**

In collaboration with schools, colleges, and other educational establishments (where applicable to your role), we will ensure you feel valued and included as part of the educational community. We will provide a named volunteer manager or key contact from YE, assist with any issues or challenges you may face during your volunteering—including if things go wrong—and offer opportunities to connect with other volunteers.

- **Equip and Inform You:**

Give you access to our Volunteering System, **Assemble**, and any other systems you may need to carry out your role (such as **Company Connect** for Business Volunteers). We will supply the programme-based materials or resources you need for your volunteering sessions and ensure you have all the practical information, such as location, timings, and school or college contact details.

- **Train and Prepare You:**

Offer training to prepare you for your role, including our 'Safeguarding Children for Young Enterprise Volunteers' training, and facilitate any necessary **Disclosure and Barring Service (DBS)** checks.

- **Communicate Clearly and Listen to You:**

Provide access to key policies and procedures needed for your role, and communicate these clearly and simply. We welcome your ideas and feedback, providing opportunities for you to share your thoughts and suggestions through regular surveys and digital meetings.

What We Expect from You

You will:

- **Engage in Training and Adhere to Policies:**

Complete all required training, including safeguarding training, and any necessary DBS checks before starting your volunteering activities. Follow all instructions, policies, and guidelines provided by YE and the school or college to ensure safety and effectiveness in your role.

- **Act Professionally, Safely, and Foster Inclusivity:**

Use respectful and appropriate language and behaviour, represent YE positively when interacting with others, and promote an environment that values diversity among all participants. Ensure your actions promote the health and safety of yourself and others, including not being under the influence of illegal drugs or alcohol during volunteering activities.

- **Safeguard and Communicate Appropriately:**

Always follow the YE Safeguarding Policy and never be alone with a young person or young people to protect all parties, and report any safeguarding concerns immediately. Only communicate with young people through the approved messaging functionality on **Company Connect**, and never communicate with young people through any private messaging service, including phone, email (work or personal), text message or Whatsapp, and do not befriend them on personal social media.

- **Maintain Reliability:**

Let us or the school/college know promptly if you cannot attend a scheduled volunteering session, so we can fulfil our commitments to young people.

- **Embrace the Experience:**

Have fun and enjoy your volunteering! Your contribution makes a significant positive impact on young people.

How to Raise Questions, Concerns or Issues

- **Contact Us:** Speak to your YE volunteer manager/ key contact, or contact the Volunteering Team at volunteer.support@y-e.org.uk, or by selecting the 'Contact Us' option on **Assemble**.
- **If you have a safeguarding concern:** Contact YE's Designated Safeguarding Lead at katherine.gale@y-e.org.uk / 07745 739241/ 07741 250122 (if outside usual working hours).

Thank you for your commitment to empowering young people. We look forward to making a difference together.