

DETAILS OF PLACEMENT (Example Only)

Name.....

Task Description.....

1. In addition to the task description (see above) you'll have an individual written workplan/training plan, which will be agreed with the manager/member of staff responsible.
2. Name of staff manager/staff member responsible.....
3. Details of support: There will be group and/or individual inductions, and you will also have access to regular support sessions, when workplans, training and any difficulties or problems you're having can be talked through with your manager
4. Training provided in order to carry out task.....
5. Details of expenses to be paid.....
6. Details of Insurance: All volunteers are covered by Public Liability insurance whilst in the office and on any events engaged in on our (name of organisation here), behalf. This does not cover fundraising events or publicity stunts such as parachute jumps etc. Named volunteers giving housing advice will be covered by Public Indemnity insurance.
7. Hours of work.
.....
8. Details of (name of organisation here) Equal Opportunities Policy - see Induction Pack
9. Details of (name of organisation here) Mission Statement - see Induction Pack
10. Induction carried out by:.....
11. A Health and Safety at work statement is available from.....
12. A copy of the complaints procedure for volunteers is available from.....

I accept the above framework for giving time to (name of organisation here), and the accompanying workplan/training plan and task description. I understand that I will be assessed at regular intervals, and that the continuation of my placement depends on satisfactory assessments, and that (name of organisation here), or myself can discontinue my voluntary activity at any time without having to give notice or explanation.

Signed..... Dated.....

Forest