**Volunteer Welfare Information Please complete all fields of the form**

L&D is committed to providing a safe, healthy, and inclusive working environment for all its volunteers. We expect you, the volunteer, to contribute positively to this environment by respecting our policies, procedures and working practices. Please complete the personal information requested below so we can

establish your health and welfare needs and improve your volunteering experience. In compliance with the General Data Protection Regulations (GDPR) 2018, your information will be kept on a secure database and will not be provided to any third party, unless you consent to this prior to the data being shared.

# YOUR DETAILS

1. First name

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1. Last name
2. Female Male Prefer not to say
3. Address:
4. Postcode

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1. Email
2. Date of Birth

6. Telephone/Mobile:

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# YOUR EMERGENCY CONTACT DETAILS

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1. First name

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1. Last name
2. Relationship to you:
3. Telephone – day: 13. Telephone – eve:

# YOUR HEALTH AND WELFARE

*To help us plan your First Aid and welfare provision please answer the following:*

1. In general, would you say your health is:

Excellent? Very Good? Good? Fair? Poor?

1. Do you have any physical or mental health conditions

or illnesses that we need to know about for this activity? Yes No

1. If Yes, please describe:

17. Are there any activities you may find difficult for health reasons? Yes

No

1. If Yes, please describe:
2. I understand that it is advisable to have protection

against tetanus when working outdoors *(please tick)* Yes No

1. If you require medical attention, your information may need to be shared with medical professionals.

Do you consent to sharing your information for this purpose? Yes No Please list any medications which you take below (prescribed and non-prescribed):

*If there are any changes to your health and welfare, please inform us straight away. Please turn over*

## Declarations

L&D welcomes volunteers from a wide range of backgrounds. At L&D, we have a duty of care to our volunteers, employees and the wider community. For this reason, we are unable to offer volunteering opportunities to anyone who has unspent criminal convictions for a sexual or violent offence.

Do you have any unspent criminal convictions

for sexual or violent offences? Yes No Don’t know

I am involving myself of my own free will and declare that to the best of my knowledge the information given

is correct and I know of no reason why I should not participate. Yes No

I consent to the personal details supplied on this form being used by L&D for the purpose outlined,

including monitoring and evaluation. Yes No

1. **Photographs** On occasions L&D may take photographs or film during the sessions you attend.

To encourage more people to support or volunteer with us, L&D may want to use the photographs/footage taken from a session to demonstrate the work we do. These may be used in publications, online and to demonstrate our partnership work. Please note that in certain circumstances we will be unable to completely delete any trace of your data e.g. if an image of you is on one of our leaflets that has been circulated to the public.

Please tick the box if you are happy for your photographs/footage to be taken and used for this purpose. If you do not wish for photographs/film to be taken, please advise your leader.

1. **Communications** At L&D we would like to contact you from time to time regarding our work.

I would be happy to be contacted to give feedback or contribute to research to help develop

L&D’s work. *Please tick if you would like to opt into this*

I would like to receive updates regarding local projects *(Please ask your local project officer for more information on this). Please tick if you would like to opt into this.*

I would like to receive occasional updates regarding L&D’s wider work and campaigns

*Please tick if you would like to opt into this.*

## If this is your first time registering with L&D. Why did you start volunteering with L&D? *Tick all that apply*

Help the environment Work outdoors Learn new skills Time to spare

Gain experience To meet people To be part of something To get fit Add some structure to life Get on in career Help others

Other *Please specify*

1. **How did you hear about us?** *Please tick all that apply*

Internet *Please specify*

Word of mouth Newspaper / Magazine Poster / Leaflet

Other *Please specify*

Did someone recommend this project to you? Yes No

if yes, please tell us who recommended you and if they were part of an organisation:

*What sort of service do they provide?*

Social services

Volunteering agency

Other

NHS

Training organisation

Employment organisation

## Any additional information/comments

Thank you for completing this form. Your personal data will be retained for seven years after the last date of volunteering with L&D. Your personal data will then be deleted. If you are a regular volunteer, we will ask you to update this information on an annual basis. For further details about how we process and store your information, please ask for a copy of our Privacy Notice.