**Junior Volunteering**

**Parent/Guardian Permissions**

**We are delighted that your child / the child you look after will be volunteering with us as part of a group. In order for them to do this, we need some information from you, and to know whether you give permission for certain things. Thank you for your help!**

**Child’s Name:**

Occupational Health Self-Certification Form

In order to make sure your child / the child you look after can fulfil their volunteer role safely, we need to ask you some questions about their health. Depending on your answers, we may need to make adjustments to help them perform thier role.

Please **tick** if your child / the child you look after has any of the following:

* Musculoskeletal problems (back, neck joints etc)
* Mental health problems
* Skin conditions (eczema, dermatitis, allergies, psoriasis etc)
* Diabetes, epilepsy, heart conditions
* Sensory problems, ie: hearing, sight (that are not corrected by spectacles, lenses or hearing aids)
* Infectious diseases
* TB - You must declare if they:
* have a persistent cough lasting more than three weeks
* have lost weight (not as part of a weight loss programme)
* are coughing up blood
* have fever associated with the above symptoms

Any other health condition that may impact on their role

**Occupational Health Declaration**

|  |  |  |
| --- | --- | --- |
| Having read and understood the information provided above, I declare that: | | Please tick one |
| **1** | I am not aware of any health conditions or disability which might impair the ability of my child / the child I look after to undertake effectively the duties of the volunteer position which they have been offered. |  |
| **2** | My child / the child I look after does have a health condition or disability which might affect their volunteer work and which might require special adjustments to their role or at their place of volunteering. |  |

* **My child / the child I look after is up to date with their immunisations**

Sometimes, we may need to ask you to complete an additional Occupational Health Questionnaire before your child / the child you look after can start volunteering.

Personal Data

We collect certain personal data about all our volunteers, which we use (‘process’) and hold according to the rules of the General Data Protection Regulation (GDPR). For Junior Volunteers, this data includes full name, date of birth, school or group, and date of volunteer experience. It will also include, where supplied, their disabilities (if any), gender and ethnic background for monitoring purposes. It will include a record of their DBS (criminal records) and Occupational Health (fitness to volunteer) checks, if necessitated by their age and job role.

By signing below, you are giving your permission for us to keep and use this data to in order to assess their suitability, manage their experience and monitor our volunteer population only. We will not use their data for any other reason and will not share it with anyone else, other than companies which are contracted to help us to carry out this work.

We will keep all the data supplied about your child / the child you look after until they complete their volunteer experience, plus an additional 12 months. After that, we will keep only their name, date of birth an postcode until their 25th birthday. This is so that we can tell if they progress through our volunteer programmes and, ultimately, to see whether they apply for an NHS job. We do this because we have a long-term goal to diversify our workforce through early volunteering opportunities. Your child’s data will be securely destroyed on or just after their 25th birthday, but you always have the right to ask us to delete it sooner than that if you wish.

**Please sign to agree to the above**

*(If you do not agree, please leave blank.)*

Photography and Video

Occasionally we photograph and/or film our Junior Volunteers in order to promote and celebrate the Junior Volunteer programme specifically, and volunteering programme at Birmingham Women’s and Children’s NHS Foundation Trust in general. We may use images of your child / the child you look after in print, electronic documents and online (including social media). Photos may also be used as part of moving image presentations / videos. We keep and use images / video recordings for up to 3 years. Anyone who has not consented to photography / filming may be requested to wear a wristband or sticker to help photographers identify them.

I consent to the storage of images in the Birmingham Women’s and Children’s NHS Foundation Trust Clinical Photography & Design Services Image Library, where they may be used to illustrate the work of the Foundation Trust in exhibitions, books, journal and magazine articles, posters, leaflets, websites, social media and any other printed or digital media. These may be seen by the general public. Images / films will be kept in the Image Library for 3 years, after which further consent will be sought for any future usage.

**Please sign to agree to the above**

*(If you do not agree, please leave blank.)*

Code of Conduct

All Junior Volunteers will be asked to sign a Code of Conduct, which advises on safety, confidentiality and behaviour requirements while volunteering. The adults attending with them will also sign the Code of Conduct, on behalf of the group. However, please be aware that if any issues arise as a result of the actions of your child / the child you look after, it is you, and not the Group Leader, who will be legally responsible. A copy of the Code of Conduct is available on our website.

**Your name (please print)**

**Are you a parent / legal guardian? (please circle) Date**