**Junior Volunteering**

**Attending Adult Permissions**

**Thank you for supervising / attending with your group of young volunteers. We need some information from you, and to know whether you give permission for certain things.**

**Name:**

Occupational Health Self-Certification Form

In order to make sure you can fulfil your role of supervising young volunteers within a hospital environment safely, we need to ask you some questions about your health. Depending on your answers, we may need to make adjustments to your project.

Please **tick** if you have 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 you:
* 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 your 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 my ability to supervise children in my group as they undertake effectively the duties of the volunteer position which they have been offered. |  |
| **2** | I have a health condition or disability which might affect my ability to supervise young volunteers and which might require special adjustments to their role or at our place of volunteering. |  |

* **To the best of my knowledge, I have have been fully immunised. (Please note any exceptions here: )**

Sometimes, we may need to ask you to complete an additional Occupational Health Questionnaire before your group 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 adults attending with Junior Volunteers, this data includes full name, school or group, contact details and date of volunteer experience. It will also include your DBS (criminal records) and Occupational Health (fitness to volunteer) clearances.

By signing below, you are giving your permission for us to keep and use this data to in order to ensure the safety of our volunteers, staff, patients and families. We will not use your 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 you until your group’s volunteer experience is complete, plus an additional 36 months. This is so we can streamline your application should you choose to attend with another group during this time, and to allow us to deal with any issues arising following your experience. Your data will be securely destroyed after 36 months, 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 and accompanying adults, 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 you 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

Together with the Junior Volunteers attending with you, you will be asked to sign a Code of Conduct, which advises on safety, confidentiality and behaviour requirements while volunteering. A copy of the Code of Conduct is available on our website.

**Your name (please print)**

**School / Group**

**DBS Number Mobile**

**Date**