



WORK EXPERIENCE / VOLUNTEER PACK

Name:

Date:

/ /

**TO BE RETURNED TO THE ADMINISTRATION STAFF AT BELMONT CHILDREN'S FARM
PRIOR TO THE COMMENCEMENT OF THE WORK EXPERIENCE PLACEMENT.**

IF IT IS NOT RETURNED - YOUR WORK EXPERIENCE WILL NOT BE PERMITTED.

Work Experience / Volunteer Application Form

Name:

Date of Birth*:

Email:

Telephone Number:

Address:

*Please note that due to Insurance reasons we can only take students over the age of 16.

Volunteer Availability

Please indicate (X) below which days and times you would be able to volunteer.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Work Experience Placement

Please indicate the desired length of your placement, as well as, the desired start date.

Start Date:

Length of Placement:

Where did you hear about volunteering / work experience placements at Belmont Farm?

Please state why you would like to undergo a volunteer / work experience placement at Belmont Farm?

Do you have any previous experience working with animals?

Do you have any previous experience working with children?

1. Do you have any medical conditions we need to be aware of? (e.g.; asthma, epilepsy, depression, or neck and back conditions)

2. Are you on any medication for a health condition? If so, please set out the details and indicate whether you need to carry this medication with you?

3. Do you have any allergies? (Including any forms of medication e.g.; Penicillin, paracetamol etc.) If so do you wear an SOS Talisman or something else to indicate this?

4. Do you have any form of Disability, Special Educational Needs (SEN) or Medical Issues that may affect your experience as a volunteer?

Signature: Date/..../....

It is the student / individual's responsibility to advise the farm of any medication requirements or health conditions that may affect treatment. All information is confidential and is not to be discussed with any other member of staff. The farm cannot be held responsible for anyone who chooses not to advise us of any known conditions and / or medications

Have you ever been convicted of any offence? If yes, please give details:

As your voluntary work may involve helping with young people or vulnerable people, all criminal offenses must be declared and are exempt from the provision of the Rehabilitation of Offenders Act 1974

Have you completed a DBS Check? If yes, please give the reference number:

A DBS check may be carried out for all volunteers aged 18 and above

Next of Kin / Emergency Contact Details

<u>Primary Next of Kin</u>
Name:
Relationship to the above candidate:
Home Tel. No.:
Mobile No.:
Email:

<u>Additional Next of Kin</u>
Name:
Relationship to the above candidate:
Home Tel. No.:
Mobile No.:
Email:

Important Questions

Do you consent for photographs of the applicant to be used for publicity purposes?

(such as farm displays, in local press, on our website, or social media sites)

Yes / No

(please delete as appropriate)

Do you have an up to date tetanus immunisation?

Yes / No

(please delete as appropriate)

Code of Conduct

- Respect members of staff, public and fellow volunteers
- Follow policies and procedures as well as any instructions or directions reasonably given to them by a member of staff
- Treat others with fairness, equality, dignity and respect
- Communicate respectfully and honestly at all times
- Inform a member of staff when going off-site
- No drugs, alcohol or smoking on site
- Refrain from eating around the farm (there are specific areas to eat in)
- Dress appropriately for the farm, steel toe cap/wellies, no revealing clothing, waterproofs depending on the weather
- Respect all animals, keeping them free from harm or suffering
- Ensure gates are closed when leaving a paddock/field/enclosure

I, have read and understood and agree with the code of conduct for Belmont Farm.

Signed Date.....

Please see the full code of conduct at the back of this form; you must sign **both** in order to be accepted.

Volunteer / Work Experience Parental Consent Form
to be completed for candidates under 18

I Mr/Mrs/Miss agree to allow my son/daughter to partake in a volunteer / work experience placement at Belmont Farm starting from .../.../....

I understand that he/she

- Will not receive any payment for work completed at Belmont Farm
- Will work the agreed hours of 9 till 4, unless otherwise stated by the Farm Manager or Proprietor
- Will Abide by Belmont Farms Strict Code of Conduct and standards of Health and Safety
- That Belmont Farm has no responsibility for my son's/daughter's safety whilst travelling between home and Belmont Farm and I accept my normal responsibility as a parent/guardian for his/her safety whilst making such journeys

PARENT/GUARDIAN: _____

Signature _____ (Parent/Carer) Date ___/___/___



Code of Behaviour, Health and Safety
Contract for Belmont Farm

Student/Volunteer's Name:

- Volunteers and work experience students must arrive on time for work each day during their placement, according to their contracted hours. They must arrive clean and presentable wearing the appropriate attire for working with animals on the farm, i.e. wellingtons and jeans, as instructed by their supervisor during their initial visit.
- Before entering and starting work on the farm, volunteers and work experience students must ensure that any cuts or wounds are properly sealed, protected and that any medical conditions are declared to their supervisor.
- When entering and leaving the farm, volunteers and work experience students must wash their hands with disinfectant soap as well as their footwear in the boot wash dips.
- Volunteers and work experience students must report to their supervisor at the start and end of every shift during their placement.
- When addressing any member of the public staff volunteers and work experience students must remain polite and respectful at all times.

Safe Practices & Animal Handling

- When handling any animals or animal products, feed or when cleaning, volunteers and work experience students must wear suitable protective gloves provided by the farm.
- Upon completion of any tasks involving the handling of animals, feed or cleaning, volunteers and work experience students must rinse and leave their gloves to dry, as well as washing their hands with disinfectant soap.
- When handling animals, feeding, mucking out or cleaning, volunteers and work experience students must not make any contact between their hands and their eyes, mouth or face.
- The use of any knife provided on the farm is permitted for use **ONLY** in the preparation of feed/vegetables within the store room, but only after its safe use has been demonstrated by a supervisor and permitted. The knife is then never to leave the storeroom.
- When working in any animal pen, volunteers and work experience students must ensure that all gates remain closed at all times and it is their responsibility to ensure that when leaving a pen, for whatever reason, its doors or gates must be closed and padlocked *at all times*.

- Volunteers and work experience students are only permitted to feed any animal belonging to Belmont Farm administering only the portion directed by their supervisor at specified times and when instructed to do so.
- The use of any cleaning agent, chemical or medicine is prohibited by volunteers and work experience students unless otherwise instructed to do so and upon the reading and completion of the appropriate COSHH forms, where necessary.

Eating & Drinking

- No eating or drinking, including the chewing of gum, is permitted on the farm at any time.
- If the volunteers and work experience students wish to eat or drink, they may do so either in the restaurant, office or party room.
- The consumption of any animal feed is prohibited and water may only be consumed from those sources indicated by a supervisor to be deemed safe for drinking.
- Any food the volunteers and work experience students wish to bring on to the farm must be for their consumption only during lunchtime and must be properly sealed.
- Before eating or drinking, volunteers and work experience students must wash their hands with disinfectant soap.
- Smoking is prohibited anywhere on the farm at all times.

Working Boundaries

- Volunteers and work experience students are permitted to work within the boundaries of Belmont Farm.
- Volunteers and work experience students are however, prohibited from passing beyond the gates of Belmont Farm.
- Volunteers and work experience students are prohibited from operating or driving any machinery whilst attending Belmont Farm

I **Declare that I have read and clearly understood the above contract and agree to abide by all of its conditions during my contracted period work placement. I also understand that failure to do so will result in the immediate termination of my contract.**

Signature **Date**/...../.....

Print Name.....

Incompletion of this contract will void any agreed work placement with Belmont Farm.