**Volunteer Placement Checklist**

|  |  |
| --- | --- |
| **Placement arrangements discussed with volunteer** | **Please tick as applicable** |
| **Yes** | **No** | **Not applicable** |
| Placement role and benefits |  |  |  |
| Work outline |  |  |  |
| Support and contacts |  |  |  |
| Information & Training |  |  |  |
| Uniform/dress code |  |  |  |
| Health & Safety |  |  |  |
| Insurance |  |  |  |
| Equality & Diversity |  |  |  |
| Expenses |  |  |  |
| Complaints  |  |  |  |
| Confidentiality |  |  |  |
| Safeguarding |  |  |  |
| Other arrangements specific to the placement | Provide details: |

**I have discussed the above as indicated with volunteer**

|  |  |  |
| --- | --- | --- |
| **Manager’s name** | **Manager’s signature** | **Date** |
|  |  |  |

**Volunteer Placement Agreement**

This agreement has been prepared to clarify the reasonable expectations of both the volunteer and NCC. We aim to be as flexible as possible so please let us know if you would like to make any changes etc.

**I have discussed the volunteer placement checklist with the manager and agree to comply with these arrangements**

|  |  |  |
| --- | --- | --- |
| **Volunteer’s name** | **Volunteer’s signature** | **Date** |
|  |  |  |