



Group volunteering activity form

Volunteering location:

Date:

NT Volunteering Activity Lead:

No. of volunteers:

Volunteering group name:

Volunteering group lead:

Thank you for agreeing to support our work through volunteering. Volunteers play a hugely important part in what we do. Through gifting your time by volunteering with us, your group is helping us to look after the nature, beauty and history of the special places in our care.

This document sets out what we will provide you with in advance of your session to ensure that your volunteering experience is both safe and enjoyable for all involved. To ensure that this document has been received and understood, please sign the bottom of this form (electronically or physically) and send it back to us at the contact details provided.

Before the day

In advance of the volunteering session, group leads will be provided with the following information by a member of National Trust staff. It's really important that you read and check your understanding of these documents prior to your volunteering session.

- Risk assessment for the volunteering activity
- Activity briefing notes (covering Covid-safe practices on site)
- Arrival and parking information
- Refreshments and lunch arrangements (if applicable)
- Process in case of bad weather

As group lead, there are a few points that you can follow to make sure that your volunteering activity goes ahead smoothly and safely on the day.

- You must let us know of any accessibility requirements, medical or additional needs of the group members in advance to allow us to plan for your volunteering safely
- You must have emergency contact details for your group members available on the day

As the group lead it's important that the members of your group know to stay away from the property if they have symptoms of coronavirus or if a member of their household has developed symptoms and is awaiting the outcome of a test. Individuals must also stay away from our places for 14 days if they are required to do so following contact from the NHS Test and Trace programme.

During the volunteering activity, if participants feel that they are asked to do anything which they feel unsure of, or haven't had the training for, they should inform the National Trust activity leader before starting. If anyone has any medical or other reason why they should not do any given task they should inform the leader at the start of the day.

Group Lead Signature

Please tick

- I have read and understood the activity description and risk assessment provided

- I have read and understood the briefing notes provided

- I hold emergency contact details for the group volunteers and will have access to these on the day

- I have informed participants not to attend the volunteering session if they are experiencing symptoms of coronavirus or if a member of their household has developed symptoms and is awaiting results of a test.

Signed (Volunteer Group Leader)

Once completed, please return this form to kingstonlacyvolunteering@nationaltrust.org.uk