VOLUNTEER & WORK EXPERIENCE APPLICATION FORM

What is Deen City Farm?

Based in the heart of South West London, Deen City Farm is one of the capital's oldest community farms. Spread over 5 acres and home to animals of all shapes and sizes, we are a charity that combines rural activities and education to actively engage local people, irrespective of their background or abilities.

Volunteers are an important part of what we do, helping in a variety of areas, including our farm, riding school, gardens and café. As a volunteer you'll get opportunities to meet new people, increase your confidence and independence, gain new skills and experiences, get closer to nature and help your local community. Whatever your reason for applying, we welcome your application.

How it works

Volunteers usually come for one assigned day each week; we also offer one or two week work experience placements. You are of course, more than welcome to come back after your placement if we're able to fit you in. Opportunities are allocated on a first come first serve basis. You will receive a health & safety induction and be shown how to carry out your tasks by members of our staff.

By submitting a completed form you are giving Deen City Farm consent to get in touch with you about volunteering opportunities. We will not use your details for anything else.

CONTACT DETAILS:

Deen City Farm,
39 Windsor Avenue
Merton Abbey
London
SW19 2RR

General Enquiries:

Telephone: 020 8543 5300
Email: information@deencityfarm.co.uk

Volunteer enquiries:

Tom Hogan – Livestock Manager
Joanna Henbrey – Riding School Manager
Anne Hogan – Visitor Services Manager

Mid-Week Volunteering (Age 16+) – For volunteers 16 and over, we have volunteering opportunities throughout the week (Tuesday – Friday). Volunteers come between 8:30am and 4pm and we agree hours at your induction. Some volunteers do full days, others half days (usually mornings)

Junior Volunteering (Age 12-17) – Weekends are reserved strictly for our Junior Volunteers, who are all aged 12-17 and can help out on either the Farmyard or the Stables. Farm volunteers come for a 3-month placement, during which they help on Saturdays or Sundays from 8:30am to 4pm. Placements for junior volunteers roughly fall into school terms, with starting dates in January, April, July and October. Stable volunteers are started on an as needed basis, this means there may sometimes be a long wait. Junior volunteers MUST be a minimum of 12 years old, please remember to fill in the parent/guardian section of the application form!

Work Experience Placements (Age 14+) – We offer a limited number of work experience places across primarily Livestock and Stables. In general, our work experience days are 8:30am – 4pm, Tuesday – Friday for one to two weeks. We run work experience placements throughout the year, both during term time and school holidays. It's worth noting that due to limited numbers of placements, popular times such as later spring and summer term can book out very quickly.

Supported Volunteering (12+) – Some volunteers who come to us require a higher level of support then our staff are able to offer. This is typically where the applicant is not able to work independently, or has a health condition that means they should not be left alone. In these circumstances we ask that a support worker attends with the volunteer to help them with the activities.

The support worker may be a carer, friend or family member. They will be expected to join in with activities and must undertake a Health & Safety induction. Supported volunteers come for two hours a week, typically between 10:30am – 1:00pm depending on what department you are in. Please remember to complete section B on the Application form if you are applying for a supported volunteer placement. We only have a limited numeber of supported placements so may not be able to place you immediately.

For office use only			
Received		Location	
Type		Interview	
Day		Start	
Hours		H&S	

VOLUNTEER APPLICATION

SECTION A: All applicants MUST complete this section

Title:		**Date of Birth:**	
First name:		**Surname:**	
Address:			
Postcode:			
Telephone:			
Mobile:			
Email:			

Please provide a photo here

EMERGENCY CONTACT DETAILS

Name:	
Relationship:	
Telephone:	
Mobile:	

Please tick what day you would be available to volunteer:

A standard day on Livestock and Stables is 8:30 – 4:00pm; a morning would be 8:30 - 1:00pm. Mid-week volunteering can be done across Tuesday – Friday (we are closed to the public on Mondays and do not have volunteers in). **Weekends are purely for our Junior Volunteers (age 12-17), who must do a full day.**

	Tue	Wed	Thu	Fri	Sat	Sun
Please tick						

☐ Morning

☐ Full Day

☐ 2 Hour Supported Placement (A support worker must be with the applicant at all times.)

Which department would you like to volunteer with?

☐Stables ☐Livestock ☐Café (limited space) ☐Gardens (seasonal)

Which council borough do you live in:

☐ Merton ☐ Lambeth ☐ Surrey
☐ Croydon ☐ Sutton ☐ Other:.....
☐ Wandsworth ☐ Kingston

Were you referred to us by another organisation/school?

☐ No ☐ Yes (please state)

Please give a brief description of any previous work, relevant skills and so on:

Please outline below any health problems or disabilities you have (e.g.; learning difficulties, epilepsy, allergies). Please also give brief details if you think it would help us to support you in your volunteering:

What is your current employment status?

☐ Employed ☐ Retired ☐ Student ☐ Unable to work ☐ Unemployed

What ethnic group do you feel you belong in? .....

Do you have an up to date tetanus immunisation? .....

How did you hear about our Volunteering Programme?

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For those aged 16+:

Have you ever been convicted of any offence? ☐No ☐Yes (if yes, please provide details.)

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

For those aged 18+ please provide the name and postal or email address of two responsible people who have known you for over two years and are not members of your family, to whom we might apply for a reference.

Data Protection

These records are confidential to Deen City Farm. You are entitled to inspect any record we keep about you. No information will be passed on to a third party without your consent.

Signature:..... **Date:**.....

SECTION B: If you are referring a volunteer, please put in your details below

Contact Name:		**Position:**	
Organisation name or relationship to applicant:			
Address:			
Telephone:			
Email:			

What are the aims and roles of your organisation?

Are you based in London Borough of Merton? ☐ Yes ☐ No

Please describe what you hope the applicant will gain from volunteering:

Please describe any illness, disabilities or health problems which may affect the applicant's placement

Please describe any ways in which we could help the applicant to overcome any limitations and get the most out of their placement

We expect an appropriate level of support to ensure the success of the volunteer's placement. Please detail the support you will provide (e.g. staff supporting them at the Farm, attendance at induction etc.)

Note about volunteers doing a supported two hour placement:

A support worker MUST attend every week. For health and safety reasons, this support worker must be none of no more than two people who will commit to attending each week. Both support workers must attend the first week and the Health & Safety Induction. Support workers must be prepared to get involved with the work as much as the volunteer, and MUST abide by our health and safety rules.

I/we agree to provide the support detailed above, and understand that without this, the volunteer cannot participate.

I/we confirm that the details given on this form are correct, and that I/we will notify Deen City Farm of any changes to these details in writing.

Signature: ..... **Date:**.....

This page must be signed by the contact name given above

SECTION C: For volunteers under the age of 18, a parent or guardian MUST complete this section

PARENT/GUARDIAN'S DETAILS

First name:		**Surname:**	
Relationship to Applicant:			
Address: If different from that in Section A			
Home Tel:			
Work Tel:			
Mobile Tel:			

Please add a name and telephone number of another person we can contact in an emergency (e.g. a neighbour, relative, family friend)

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AUTHORISATION QUESTIONS

(Please tick ALL that apply)

Consent is given for Farm staff to administer the following to the child:

☐ Sun cream ☐ Antiseptic wipes ☐ Plasters ☐ Paracetamol

Is this person able to leave site:

☐ With a member of staff ☐ Without a member of staff

(If you only tick 'without a staff member', we understand that you are not giving consent for them to leave with a member of staff. We typically take children off site to visit local parks, shows, the allotments etc.)

Consent is given for photographs of this person to be used for publicity purposes:

☐ On farm displays, in local press and on our website

IMPORTANT NOTES

Volunteers must wear suitable clothing, which means shorts or trousers, boots or wellies and a t-shirt as well as appropriate clothing for all weathers, such as sun hats and sun cream, or raincoats and waterproofs where applicable.

All our activities are assessed for risk, and we give all volunteers a Health & Safety Induction. You should be advised that some activities are classed as 'Risk Sports'.

Any accident will be recorded in our accident book and appropriate measures will be taken. We will contact you if the volunteers has an accident that is anything other than very minor.

DECLARATION

I confirm that the above information is true and correct and I am authorised to sign this as a parent or guardian for this volunteer. It replaces any previous information on record.

Signature:..... **Date:**.....

SECTION D: For WORK EXPERIENCE applications ONLY

We offer a limited number of work experience placements in the Riding School and Farmyard. These are generally only available during the school term time (based on Merton term times). Please be aware that certain times of year are very popular for work experience, and often fill up quickly, so we may not be able to guarantee you a placement.

What dates are you interested in?

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Why do you want to do Work Experience at Deen City Farm?

How would you describe yourself?

What are your career aspirations for the future, and how do you think working at Deen City Farm will help you to achieve them?