



VOLUNTEERING AND WORK EXPERIENCE

Please read this sheet before starting the Application!

Deen City Farm is an educational charity founded in 1976. Our aim is to give people the opportunity to learn from their visit or contribution to a *working* farm. Volunteers can help out either with **livestock** (farm animals), **garden, stables, office, café, shop** or with **maintenance**.

Volunteers come for a range of reasons: to add value to the work we do; to gain experience; to increase confidence or independence; to get close to nature. Whatever your reason, we welcome your application, and we hold a strong belief in equal opportunities.



How it works

Volunteers usually come for one assigned day each week over 3 months. We also offer one or two week work experience placements. If you would like to come back at the end of your placement you can tell us and we will try our best to fit you in. Opportunities are allocated on a first-come-first-served basis, although applicants from the London Borough of Merton get priority over others.

You will receive a comprehensive health and safety induction and you will be shown how to carry out your tasks by members of our staff.

Depending on the type of work you will be doing, we may ask you to complete a CRB check. All offers made are subject to references.

What are we looking for?



Volunteers at Deen City Farm are expected to be polite and respectful to other volunteers, staff and the public. Volunteers vary in age, ability, culture and mental/physical health; they should be enthusiastic and keen to learn.

Adult Volunteering (18+)

Adult volunteers can help out either with **livestock, garden, stables, office, café or maintenance.**



Adult volunteers usually come for a 13 week placement during which they help us out on Tuesday, Wednesday, Thursday or Friday (except garden volunteering is not available on Fridays). Volunteers come between 9am and 4pm and we agree the hours with you at your induction. Some volunteers do a full day, and others do half a day.

Placements fall into school term times, as we have no adults during holiday periods (including half term breaks).

The volunteer must be a minimum of 18 years old (if younger, please see Junior Volunteering) and there is no upper age limit.

Supported Volunteering (12+)

Supported volunteers can help with **livestock** or the **garden.**

Some volunteers who come to us require a higher level of support than our staff are able to offer. This is typically when 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 the activities and must be health and safety inducted; for this reason, we ask that there are up to no more than two support workers per volunteer, both of whom must attend the induction and the first week (to learn the routines of the farm).

Supported volunteers usually come for a 13 week placement during which they help us out on Tuesday, Wednesday, Thursday or Friday (except garden volunteering is not available on Fridays). Supported volunteers come for two hours a week, typically between 10.30 and 12.30 or between 14.00 and 16.00 (depending on what area you are in).

Please remember to complete Section B on the Volunteer Application if you are applying to be a Supported Volunteer.





Received		Location	
Type		Interview	
Day		Start	
Hours		H & S	

Volunteer Application

Please write as neatly as you can! If you get stuck, please contact us and we'll be happy to help.

SECTION A All applicants MUST complete this section

1. Title (please circle): Mr Mrs Miss Date of Birth __/__/__

First name _____ Surname _____

Address _____

Postcode _____

Telephone _____

Mobile _____

Email _____

2. Please provide a photo here

3. Emergency Contact Details
 Name _____
 Relationship _____
 Telephone _____
 Mobile _____

4. I live in (please circle)

Merton Borough | Croydon, Wandsworth, Lambeth, Richmond, Kingston, Sutton | Elsewhere

5. Where you referred to us by another organisation?

No Yes (please state) _____

6. If you are applying for work experience, please write which dates would you like?

For all others, please tick each box in the table below when you could be available

	Tue	Wed	Thu	Fri	Sat	Sun
Morning						
Afternoon						

7. I would like a: (please tick) Half day Full day Supported 2 hour placement

8. What kind of role are you looking for? (Livestock/Stables/Garden/etc)

9. Please give brief details of any previous work, relevant skills etc

10. Please circle your employment status from below:

Employed Non employed Retired Student Unable to work Unemployed

11. Please outline below any health problems or disabilities you have (for example, asthma, epilepsy, depression or an allergy). Please also give brief details, if you think it would help us to support you in your volunteering:

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

13. When did you have your last tetanus immunisation? __ / __ / ____

14. How did you hear about our Volunteer Programme?

15. How will you travel to the farm? (please circle all that apply)

Walk Cycle Tram Train Car Bus Tube

16. Are you entitled to free or reduced-price travel? No Yes (please state below)

17. For those aged 16+

Have you ever been convicted of any offence? No Yes (please give details)

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

18. For those aged 18+ please provide the name, address and phone number 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

19. 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 __ / __ / ____

Filled in all the questions? Included your photo? Need to complete sections B and C? Please return this to:
The Volunteer Coordinator, Deen City Farm, 39 Windsor Avenue, London. SW19 2RR

SECTION B If you are referring a volunteer, please complete your details below

Contact Name _____ Position _____

Organisation name or relationship to applicant _____

Telephone Number _____ Email _____

Address _____

Town _____ Postcode _____

What are the aims and roles of your role or organisation?

Are you based in the London Borough of Merton? (please circle) Yes No

Please describe what you hope the applicant will gain from volunteering

Please describe any illnesses, 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, regular communication with the Farm, attendance at induction and progress reviews)

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 one of no more than two people who will commit to attending each week. *Both support workers must attend the first week and the Health and 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.

Signed _____ Date _____

This form must be signed by the contact name given above

SECTION C For volunteers under the age of 18, a parent/guardian must complete this page

PARENT/GUARDIAN'S DETAILS

Forename _____ Surname _____

Relationship to Attendee (eg. Mother, Carer, etc): _____

Address (if different from that in section 1):

_____ Home Tel: _____

_____ Work Tel: _____

_____ Mobile Tel: _____

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

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

NB if you only tick 'without a member of staff', we understand that you are not giving consent for them to leave with a member of staff. We typically take children off site to collect veg, seeds/plants, and to shows.

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 clothes for all weathers (e.g. sun hat and sun cream if hot, raincoat and over-trousers if raining).

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

Any accidents will be recorded in our accident book. We will try to contact you if the volunteer 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 form on record:

Signature _____ Date __ / __ / ____

Junior Volunteering (12-17)

Junior volunteers can help out either with **livestock** or the **stables**.

Junior farm volunteers usually come for a 13 week placement during which they help us out on Saturdays or Sundays, from 9am to 4pm. Placements for livestock volunteers roughly fall into school terms, with start dates in January, April, July and October. Placements for stable volunteers are started on a need-basis; this means there may sometimes be a long wait, especially if you would like a particular weekend day. You are welcome to ring up and find out how long the waiting list is before applying; otherwise, we will get in touch when we have a training day coming up.



The volunteer must be a minimum of 12 years old. Please remember that a parent/guardian must complete Section C of the application for it to be processed.

Work Experience Placements (14+)

Pupils can work either with **livestock**, **garden**, or **stables**.

Pupils will be assigned an area (livestock, garden, or stables) in which to work for one or two weeks. As a general rule, for those aged between 14 and 16 the day is from 9am until 4pm, and for those aged 17 and over the day is from 8am until 5pm. In the garden a standard day is 9.30am to 4pm.

We strongly prefer to take work experience pupils during term time, as we are very busy during the holidays and therefore are unable to offer pupils as much support as we would like. During holiday periods we also have many young children here on activity weeks and so the work is likely to involve helping with the children in addition to the duties of each area.



When we have received your completed Volunteer Application, you will be contacted to schedule a time for your induction and interview.

One-off projects (12+)

We sometimes have one-off projects which run in addition to the regular Volunteer Programme. This sometimes includes opportunities for adults at weekends, or for children after school. Please ask for more details.

What are you looking for?

The following descriptions give you an idea of what each role might involve.

LIVESTOCK Feeding and watering a wide variety of farm animals, mucking out and cleaning large animal pens and chicken pens and small pet area. Clearing fields, tending the muckheap, sweeping the yard and washing feed buckets.

GARDEN General garden maintenance, watering, planting, weeding, etc.

STABLES Mucking out and cleaning stables, sweeping the yard. Feeding and watering the horses. Clearing the fields, tack-cleaning, grooming and tacking up. Please note: we are unable to offer free rides to volunteers.

OFFICE Performing administrative tasks such as filing and data entry.

CAFÉ Serving customers, clearing tables, washing up, delivering food.

MAINTENANCE General tasks around the farm, including repair work, clearing, small construction jobs and installations.



What next?

If you are interested in applying to become a volunteer, you will need to complete the **Volunteer Application**. Please make sure you have completed all the relevant sections (and include your photo). Everyone must complete all questions of Section A. If you are referring a volunteer you will need to complete Section B. All applicants aged between 12 and 17 must get Section C completed by their parent/guardian.

We will try to contact you within 2 weeks of receiving your application; if you have not heard from us by the end of this time, please contact:

Gemma Hooper, Volunteer Coordinator

volunteers@deencityfarm.co.uk 020 8545 2171

Please get in touch if you would like to know more before applying!

