

## Infrastructure, Housing and Environment

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## Volunteer Working Agreement Form

## Amphibian and Reptile Groups of the UK

VOLUNTEERS WORKING FOR THE CONSERVATION OF AMPHIBIANS AND REPTILES

This form is for the purpose of registering as a volunteer with Jersey Amphibian and Reptile Group (JARG) affiliated under ARG UK CIO (Charity no 1165504) part of ARG UK. I understand that I am not under any obligation to carry out voluntary work for ARG UK nor is ARG UK under any obligation to use my services.

### Volunteer details

Full name:		Contact number:	
Correspondence address:		Email address:	
Post code:			
Emergency contact name:		Emergency contact number:	

### Important information

Before signing this form please read the following consent information carefully. It explains how your information will be used and provides a brief description of your rights under Jersey's Data Protection Law. For further information on how the Department of the Environment handles personal data please visit <http://www.gov.je/howweuseyourinfo>

### Your Consent - I am aware and agree

That the personal information supplied in this form, together with any other accompanying information, to be used for the sole purpose of processing my application to volunteer for ARG UK and I understand that it's an offence to knowingly submit false or misleading information with an application.

To my personal information being shared with your insurance provider in the event that it is necessary for me to make an insurance claim.

That any information I collect during my volunteering activities will be shared with other interested parties (such as the Jersey Biodiversity Centre) and will be used to provide published statistical data and reports.

I understand that under Jersey's Data Protection Law I have the right to withdraw my consent to the further processing of my information. (Should you wish to exercise this right please contact us on tel. 441600)

I have received sufficient training and/or instructions for the planned activities and believe that I am fit and healthy enough to carry out the voluntary work involved. I understand that it is my responsibility to consult my doctor if I have any concerns about my health prior to carrying out any volunteer work for JARG Jersey.

I understand that I should not do anything that I do not feel qualified to do and that I should not put others or myself in danger during the course of any voluntary activities and that I should contact the JARG Jersey co-ordinator for further advice and/or training if necessary.

I have read and understood the Surveying and Monitoring Risk Assessment (attached) and Lone Working Procedures (detailed below). I understand that the purpose of these documents are to remind me of any potential risks and I should use these to make my own assessment(s) prior to commencement of each volunteering activity.

I understand that I will not be covered in full by Government of Jersey insurance unless I sign and return this form to the JARG Co-ordinator at the address above.

## Volunteer consent

Signature:			
Name:		Date:	

### Lone Working Procedures

The aim of the Lone Working Procedure is to ensure that there is always someone who knows where you are working so that you can be located and/or contacted in the event of an emergency. JARG strongly advise you to follow these procedures, but it is up to you to use them appropriately and responsibly.

The Lone Working Procedures should be applied to situations where a person is working alone. Lone working should take place only if you are confident that you are safe and able to work alone.

An assessment should be made of whether lone working is appropriate. Can the risks be minimised if more than one person is involved? Is the scope of the work such that it should not (or must not) be undertaken by a lone worker? The task needs to be assessed against our approach to undertaking Risk Assessments.

For all lone working, a 'buddy system' should be operated, whereby a buddy is nominated and informed of:

1. Location(s) of lone working (changes in itinerary need to be reported to the buddy).
2. Reporting-in times or estimated time of arrival (the frequency of reporting-in should be determined on the basis of risk and changes of location).
3. Contact details.
4. Travel/vehicle details (particularly important in the event of requiring emergency assistance).
5. The Emergency Procedure in the event of not calling in.

This information should be supplied to the buddy in a suitable format (e.g. in writing or phone message) which can be referred to in the event of an emergency.

Any changes in itinerary should be communicated to the buddy; this may require leaving messages on answerphones or mobile phones (buddies should check for messages before implementing emergency procedures). A third party may also be used to convey a message.

The lone worker is responsible for phoning ('reporting in') on time. Take account of the possibility of poor mobile phone reception, phones being lost or damaged, phone batteries running out, or that your buddy may be driving or doing some other activity that prevents them from using the mobile phone. A contingency must be in place for such events.

**Emergency procedures** In the event of the lone worker not 'reporting in' the buddy should carry out the following:

Between half an hour and an hour after the due 'reporting-in' time, the buddy should call the lone worker on the number(s) given. If there is no response, they should leave a phone message with the time of the call, and state that the Lone Worker is overdue for reporting in.

Repeat this after 15 minutes, and a third time up to one hour after the due reporting-in time. This will give the lone worker one hour after the deadline to respond. If there is still no response then the Buddy should exhaust all other options before calling the emergency services.

If still unable to contact or locate the lone worker, the buddy should call the local police (use 999 only if you are sure there is an emergency, though it is better to err on the side of caution). The police should be advised of the Lone Working Procedures, the areas being visited, travel details, any known risks, reporting in times and any contact details; and they should leave a contact number should further information be required. If any other emergency services are involved, the buddy should also advise them of the details provided by the lone worker, notably the areas being visited, travel details, any known risks, reporting-in times and contact details.

**Note: Mobile phones should not be used while driving or undertaking certain activities.**