

Edible Landscapes London Ltd
Site Induction Process

Becoming a volunteer

- give name, emergency contact details, allergies and photographic permissioning. See below
- told that this information is kept in a public place in case of emergency
- asked to sign in to each session
- give any sensitive information to Jo Homan, e.g. medication being taken or side effects to medication being taken. This is recorded and stored in a locked filing cabinet

Basic information given to volunteers

- location of toilets, first aid kit, tools, equipment
- summary of ELL's aims and objectives
- tour of site
- names of other volunteers

First Name

Last Name

Thanks for volunteering with Edible Landscapes London! Everyone needs to give basic details in case there's an accident or emergency. This paper is stored in the greenhouse, in the blue 'volunteer folder'. The volunteer folder will not be treated as confidential but will only be used in an emergency. Keeping this information does not give us a legal responsibility towards you, as a volunteer, we are merely doing what we can to act responsibly.

1. EMERGENCY CONTACTS

Name

Number

2. MEDICAL INFORMATION Any medical information you think we should have, e.g. side effects of any medication you are using, bee sting allergy. (If you need to give information confidentially, please talk to Jo Homan or other director of ELL.)

3. PHOTOGRAPHS We sometimes take photographs for our website, flyers or other marketing materials.
I **consent / do not consent** to having my photograph taken (please delete as appropriate).

Signed

Date