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**VOLUNTARY WORK EXPERIENCE/PLACEMENT**

**AGREEMENT FORM**

Dartington will facilitate unpaid work experience/placement as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Student forename(s):** |  | | **Surname(s):** |  | | |
| **Academic year** |  | **Experience required:** | |  | | |
| **Start date:** | --/--/---- | **Finish date:** | --/--/---- | **Time agreed:** | | …..am to…..pm |
| **School/College/**  **University:** |  | **Tutor contact details:** | |  | | |
| **School/College/university emergency number:** | |  | | | | |
| **Disclosure of any medical conditions:** | |  | | |  | |

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| --- |
| **What are you hoping to gain from your experience with Dartington?** |
|  |

**Responsibilities during placement**

**Behaviour**

We ask that you are courteous and respectful to other staff and students during your placement.

**Transport and lunch**

You will be responsible for making your own arrangements for transport and lunch. We do have a fridge and tea and coffee making facilities available. Alternatively you may wish to purchase lunch from our Roundhouse café.

**Health & Safety**

*You must:*

* Take reasonable care to avoid injury to yourself or to others
* Report any accident or injury immediately to your supervisor and record the details in the departmental accident/incident book.

*You must not:*

* Interfere with, or misuse any equipment or clothing provided to protect your Health & Safety.
* Dartington will take reasonable care of your Health & Safety under this agreement. A Risk Assessment will be undertaken, identifying measures to be taken to control or eliminate any identified risks.

**Confidentiality**

You must not at any time either during or after the placement disclose to a third party any confidential information you obtain during your placement which is not available to the public. Dartington will abide to its responsibilities with confidentiality of your data under the Data Protection Act 1998.

**IT Access** (if applicable to activity)

Permission will be given during your placement. Whilst using IT equipment you must comply with to the IT acceptable usage policy.

**Public Liability Insurance**

You will be covered by Dartington’s employers/public liability insurance policy during your placement.

A copy of this is available from the Volunteer Hub.

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| --- | --- | --- | --- |
| **Student signature** |  | **Date:** |  |
| **Parent/Guardian**  **(if applicable e.g. under 18)** |  | **Date:** |  |
| **Dartington supervisor signature** |  | **Contact number:** |  |

Volunteer Manager

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