

	10 G&P 4.3 Work Experience procedure		Version July '18	
	Title	Sign in form: Shadow me for 11-16s <i>Take this completed form to the General office</i>		
SMS	Author	P How	Owner	General manager

If you are Volunteering accompanied by a child, use this form to sign them IN

Parent or Guardian details		Young Person details	
Surname		Surname	
Forename		Forename	
NVR member no		Age:	
Mobile		In case of Emergency	
email		Telephone No:	
		Other contact person:	
Any medical or special needs of the YP, for NVR to be aware of:			
Your Role today for Shadow me:			
SIGN: Parent or Guardian		N V R	
1. We agree to this Work Experience placement, which may be terminated at any time, and is subject to A: the attached terms and B: the relevant Risk Assessment. 2. Any injuries, incidents or safeguarding issues must be reported to NVR General Office immediately.			
Signature		Signature	
Printed Name		Printed name	
Date		Date	
Position		Position	

A. Shadow me Agreement

Nene Valley Railway

- The 'Shadow me' will comprise those activities of the Guardian on the day.
- Has an obligation under the Health & safety at Work Act 1974 to provide safe and healthy working conditions and methods.
- NVR uses CCTV for security purposes, and the travelling public may take photographs.
- The day will finish and the YP to leave when the guardian Signs off at hut.
- This agreement must be approved by a manager at NVR & may be terminated, altered or updated at any time by NVR.

The parent or guardian will ensure:

- On arrival at NVR, they "sign in" the young person, using this form
- they supervise the YP directly, and be responsible for their health, safety, conduct, physical & emotional welfare at all times
- They do not allow the YP to have any formal role, task or responsibility.
- They will not be acting in a Safety Critical Role where they may have to leave the YP alone.
- The YP will wear suitable clothing and stout footwear, and should avoid any clothing or jewellery that may be an entanglement risk.
- That YP desist from horseplay.
- They report immediately to the NVR General Office any injury or incident that occurs. **01780 784444**
- They or their YP will not use social media to post any pictures of Young Persons at NVR.
- They will take the YP home when they sign out at the end of the day.

Misconduct may result in disciplinary action

Safeguarding advisor – Ambie Bradish

H&S advisor - Peter How Safety@nvr.org.uk

Take this Sign-in to the General Office before work.