

Adjustment plan for volunteers: events



An adjustment plan is a personalised, practical plan to help identify and record adjustments for you, so you can get the most out of your guiding experience.

Work together with your unit leader or a commissioner to complete this form.

Name of event/activity

Start date

End date

Location

Person responsible for first aid at the event (if known)

Adjustments agreed for this event.

Review process for future events

How often will you review and update this plan to check it's working well?

Can these adjustments be referred to for similar events in the future?

By signing, I agree:

- That the information given on this form is accurate, to the best of my knowledge, at the time of writing.
- That I am comfortable with the adjustments agreed in this adjustment plan and am comfortable for Girlguiding volunteers to make the reasonable adjustments agreed in this adjustment plan.

Signature of volunteer

Signature(s) of parent/carer (if volunteer is under the age of 18)

.....

Date

By signing, I agree:

- That the information given on this form is accurate, to the best of my knowledge, at the time of writing.
- That I am comfortable with the adjustments agreed in this adjustment plan. I confirm that the person responsible for making the adjustments agreed in this plan is competent (and suitably trained, where necessary) to carry out the agreed tasks.
- That I agree to follow this plan, as far as possible.

Name(s) of person responsible for making adjustments agreed in this adjustment plan
(for example first aider)

Role

Signature

Date

By signing, I agree:

- That the information given on this form is accurate, to the best of my knowledge, at the time of writing.
- That I am comfortable with the adjustments agreed in this adjustment plan. I confirm that the person responsible for making the adjustments agreed in this plan is competent (and suitably trained, where necessary) to carry out the agreed tasks.

Name of event leader

Signature

Date

Privacy statement

We collect your personal information to help us make guiding accessible for you.

Your data will be shared with:

- Volunteers supporting you at unit meetings/residentials
- Volunteers/staff running events
- HQ events team
- Volunteers in your new section/unit (where relevant)

Your data may also be shared with (on a need to know basis and for your ongoing support only):

- HQ Inclusion team
- HQ Safe Practice team
- Relevant regional or local Girlguiding organisations (staff and/or volunteer teams)

We process the data you provide on the lawful basis of consent. You can take back your consent at any time by contacting dataprotection@girlguiding.org.uk

You can find more information on how and why Girlguiding use your personal data, including how long we keep it, your rights, and how you can contact us, in our full privacy notice at: girlguiding.org.uk/privacy-policy/