Volunteer agreement and consent forms

Application and individual permissions

Thank you for offering your time to The EARTH Centre NPC. Our volunteers help create safe, welcoming experiences for children with disabilities and support the care and work of our therapy horses. Please read the privacy notice before completing the forms. Placement depends on suitable duties, screening and training.

Instructions

Read the notice on page 3 first. Complete pages 1–2, sign the agreement on page 4 and record your permissions on pages 5–6. Complete page 7 if under 18. Sign the separate NDA too. Return privately using the secure route supplied by the Operations Manager, not a group chat. EARTH confirms its Information Officer details on page 3 before issue. Optional permissions are separate from acceptance of volunteer duties.

Full name and preferred name

_____

Email and mobile number

_____

Suburb or area of residence

_____

Are you under 18? ▫ Yes ▫ No If yes, age: _____

If under 18 parent or guardian name mobile and relationship

_____

Emergency contact name relationship and phone

_____

Please let your emergency contact know you have supplied their details for emergency use. Full identity details and any supporting copies are collected separately and securely only when needed for screening; do not attach them to a general enquiry.

Preferred contact method and best time to contact you

_____

Availability skills and suitability

Why would you like to volunteer at EARTH

_____

_____

Available days times and expected period of commitment

_____

Areas of interest ▫ Side walking ▫ Horse leading ▫ Groundwork support
▫ Office support ▫ Events ▫ Fundraising ▫ Design or communications
▫ Photography or video ▫ Facilities ▫ Other: _____

Relevant experience including horses disability inclusion or volunteering

_____

_____

Access needs adjustments or task limits you would like to discuss privately

_____

Reference

Referee name / relationship and phone or email

_____

Please tell your referee that EARTH may contact them about your suitability. EARTH will give the referee its privacy information when contacting them. Additional references may be requested for the proposed role.

Safeguarding declaration

To your knowledge, are you listed on the National Register for Sex Offenders or Part B of the Child Protection Register, prohibited from working with children, or subject to a relevant safeguarding restriction? ▫ No ▫ Yes ▫ Unsure

Is there a conviction, pending matter or restriction relevant to the safety or trust requirements of this role that you need to disclose privately? ▫ No ▫ Yes
Request a confidential discussion rather than writing sensitive details here. A disclosure is assessed fairly under the applicable law; it does not replace required checks.

I confirm that my information is accurate to the best of my knowledge and will tell EARTH about relevant changes. I understand that no placement is guaranteed and that required screening must be completed before access to children.

Applicant signature and date

_____

POPIA collection notice

Responsible party: The EARTH Centre NPC, registration 2013/212606/08, NPO 211-253, Ruimsig, Johannesburg. This notice covers prospective and active volunteers, referees and emergency contacts.

Physical address 125 Peter Road, Ruimsig, Johannesburg

_____

Information Officer name email and phone to be confirmed before issue

_____

Information purpose and sources

We collect contact and availability details, skills, references, identity and screening outcomes, signed agreements, attendance and training records, incident reports and the permission choices you give. We collect from you and, where relevant, referees, official registers, authorised screening providers and supervisors. Limited safety information is collected separately only when relevant to safe participation.

We use information to assess and manage placements, safeguard children, plan support, contact you, respond to emergencies and meet legal obligations. Necessary administration and safeguarding use applicable lawful grounds, including legal duties and legitimate interests; optional health and image uses rely on the specific choices below. Screening may involve special personal information and must follow the applicable statutory authorisation and official process.

Required and optional information

Contact details, role suitability information and required screening are necessary for placement. Without these, EARTH may be unable to place you or may restrict duties. Image permission, group-chat membership and optional health disclosure are voluntary. Declining optional choices will not by itself prevent volunteering; we can discuss safe alternatives and adjustments.

Access sharing and retention

Only authorised people with a work-related need may access records. Relevant information may be shared with screening authorities or providers, emergency responders, professional advisers, insurers or authorities where lawful and necessary. Service providers must protect information. We do not sell volunteer information. Public image use is limited by your choices on page 6.

Information is retained only as long as needed for its purpose, legal duties or a lawful claim, then securely deleted or de-identified. Ask the Information Officer for the category and retention period applicable to your record. Where approved cloud or communication services process data outside South Africa, EARTH must first establish lawful transfer safeguards and explain material details; this form is not blanket permission for overseas transfers.

Your rights and complaints

You may request access, correction or lawful deletion, object where applicable, or withdraw consent for future consent-based use. Some records may still be required by law. Contact the Information Officer above. You may also complain to the Information Regulator: POPIAComplaints@inforegulator.org.za; 010 023 5200; Woodmead North Office Park, 54 Maxwell Drive, Woodmead, Johannesburg, 2191; https://inforegulator.org.za/complaints/.

Volunteer agreement and safety acknowledgement

Our commitment to you

EARTH will explain your role, provide suitable induction and supervision, listen to concerns, respect your dignity and make reasonable efforts to accommodate agreed needs. You may decline an unsafe task or request a break. Report concerns to your coordinator or the safeguarding alternate where appropriate.

Your commitment to EARTH

- Be reliable, sign in and out, give early notice of absence and work only within agreed duties and competence. Follow lawful instructions and the current safeguarding, health and safety, privacy and complaints procedures.
- Treat children, colleagues and horses with dignity. Maintain professional boundaries and report hazards, injuries, safeguarding concerns or data incidents immediately. Do not investigate concerns yourself.
- Do not undertake unsupervised child contact, intimate care, medication, private transport or therapy. Do not take or publish images without EARTH authorisation and valid permissions for each identifiable person.
- Respect restricted areas; follow horse handling rules. No weapons, impairment or unauthorised feeding. Smoke or vape only where allowed. Keep personal and organisational information secure.

Voluntary relationship and ending a placement

This is an unpaid volunteer placement and creates no promise of employment or remuneration. Expenses are reimbursed only if approved in advance under EARTH procedures. Either party may end the placement; give reasonable notice where possible. EARTH may pause duties immediately for safety or safeguarding reasons. Confidentiality, information security and return obligations continue after departure. The parties intend the confidentiality and information protection obligations, including the separate NDA, to be binding to the extent permitted by law.

Risk acknowledgement

I understand that horses can react unpredictably and that outdoor, horse and physical support activities carry risks including falls, kicks, bites, strains and property damage. I will follow training, disclose relevant task limits and stop and seek help when needed. This acknowledgement does not excuse unsafe practice or waive rights that cannot lawfully be excluded. It does not release EARTH or others from liability for negligence, gross negligence or intentional misconduct. No broad personal indemnity is required by this form.

I have read this agreement and the privacy notice, had an opportunity to ask questions, and agree to the duties above. My optional consent choices are recorded separately.

Volunteer full name

_____

Signature Date

_____

EARTH representative name signature and date

_____

Privacy permissions and safety information

Volunteer full name: _____

Notice acknowledgement and screening

▫ I acknowledge receiving the POPIA collection notice. This acknowledgement is not blanket consent to every use of information.
▫ I authorise EARTH to contact the referee I have supplied for role suitability.
▫ I will cooperate with required identity and safeguarding checks and complete the official forms supplied. This form does not replace official screening forms or authorisations.

Optional health and safety information

Please provide only information relevant to safe participation, adjustments or an emergency. You do not need to provide unrelated diagnoses, psychiatric history or personal life events. You may discuss relevant limits privately instead. Ask a healthcare professional about personal medical advice; EARTH does not set a vaccination schedule through this form.

Relevant allergies task limits or emergency instructions optional

_____
_____

Adjustments requested or request for a confidential discussion optional

_____

I consent to EARTH processing the safety information I choose to provide for role adjustments, safe participation and necessary emergency assistance, with access limited to authorised people who need it. ▫ Yes ▫ No
If I decline or withdraw this consent, EARTH will discuss whether duties can be performed safely with alternative arrangements. A lawful emergency or legal obligation may provide a separate basis for necessary processing.

Optional WhatsApp coordination group

I wish to join the volunteer WhatsApp group for rota updates and operational messages. I understand other members may see my number and profile information and that the service may process information internationally. EARTH must confirm appropriate transfer arrangements before adding me. No sensitive forms or beneficiary details may be shared in the group. I may leave at any time and receive essential updates directly instead.
▫ Yes add me ▫ No contact me directly

This permission does not subscribe me to fundraising or promotional messages. Any separate marketing consent must use an appropriate POPIA-compliant process.

Volunteer signature and date

_____

Image voice and name permissions

These choices cover images, video, audio and quotations of you as a volunteer. They never authorise the use of a beneficiary's image. Choose Yes or No for every line; a blank or unclear choice means no permission for that use.

Proposed EARTH use	Yes	No
Website and official social media	▫	▫
Printed publicity and newsletters	▫	▫
Private donor and partner presentations or reports	▫	▫
Internal volunteer training and education	▫	▫
External press or partner publication approved by EARTH	▫	▫

May EARTH identify you by first name in the uses selected above? ▫ Yes ▫ No
Full name or a personal story requires separate, specific permission.
Restrictions you want EARTH to record: _____
_____

For uses marked Yes, I permit EARTH to record and use my image, voice and agreed quotations to explain its programmes, recognise volunteers and communicate its work. EARTH may crop or edit for presentation without misleading or degrading me. No payment is due for these agreed uses. EARTH must seek fresh permission for materially different uses, commercial endorsements or AI-generated alteration of my likeness.

Public websites and social platforms can be viewed worldwide and copied by others. I may decline now or withdraw permission for future use through the Information Officer without affecting my placement. EARTH will stop new uses and remove material it controls where reasonably practicable; it cannot guarantee recall of printed copies already distributed or third-party copies. It may retain a restricted record of my permission and withdrawal.

Volunteer full name

_____

Signature Date

_____

Permission for a volunteer under 18

Child volunteer full name and age

_____

I confirm I am legally competent to consent for this volunteer. I have read the notice and agreement, consent to necessary processing of the child volunteer's information for application, safeguarding and placement, and approve participation subject to EARTH's agreed supervision and task limits. I confirm the optional choices recorded on pages 5–6, including any health or image consent. The child's wishes must also be respected. If authority is uncertain, EARTH must verify it before processing or placement.

Parent or guardian full name relationship and contact

_____

Parent or guardian signature and date

_____

Child volunteer assent signature or recorded verbal agreement and date

_____