****

**East Lothian Council’s Volunteer Assessment Form

*To be completed by ELC representative within the relevant business unit/school.***

There is a distinction between ‘Volunteering’ and ‘Voluntary Working’ and this has been defined by the Government. This Volunteer Assessment form is to be completed and held by the business unit for the duration of the volunteering.

**Distinction:
Volunteers** do not have a contract, they must not be a substitute for an employee and they must not be doing unpaid work – i.e. receiving payment in kind (although they are sometimes reimbursed for reasonable travel and subsistence expenses). Volunteers usually help a charity or voluntary or public-sector organisation.

[ ]  I can confirm, following an assessment of the duties due to be carried out that this is **volunteering**.

**Right to Work Checklist:**

It is a requirement that any person(s) volunteering for ELC provides a suitable Right to Work document. List of suitable documents is available [here](https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version). The document provided should be copied and verified and stored electronically within the business unit.

[ ]  I can confirm a suitable Right to Work document has been provided. It has been copied and verified and stored electronically within the business unit.

[ ]  I can confirm any relevant Disclosure / PVG checks have been carried out prior to the commencement of any volunteering.

|  |  |
| --- | --- |
| **Name of ELC Representative** |  |
| **Date** |  |