



Please fill in all sections of this form.

Supported volunteer assessment form

Please answer all of the questions in this assessment form. And, where possible, fill it out in discussion with the volunteer so they're central to this process.

These assessment questions are to determine whether this role is suitable for an individual or whether any other adjustments could be considered.

It's not a necessity but we'd encourage you to complete an [adjustment plan](#) before filling in this form. Or, if not, please consider using it as a helpful guide for conversations related to the questions below.

Supported volunteer

Volunteer name
Membership number

Individual volunteer supporter (must be a part of the same unit)

Volunteer name
Membership number

Volunteer completing this form

Volunteer name
Membership number
Role in Girlguiding

Discuss with the volunteer the following questions about their possible change in role

1. Is the volunteer completing this assessment form with you? (Either by themselves or with support.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. If the answer to question one is 'no', please explain why and tell us when you'll speak to them about the potential change in their role.		
3. How does the volunteer feel about potentially taking up this new role? (If you haven't spoken to them yet, please make sure you discuss the possible role change with them before any roles are officially changed.)		
4. Have you and the volunteer completed an adjustment plan together, or used the questions in it as a basis for a discussion about the level of support needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. If the answer to question four is 'yes', what adjustments have been identified in the adjustment plan, to help the volunteer carry out safeguarding responsibilities? If your answer to question four is 'no', please explain why.		

Please complete the assessment questions:

1. Have you and the volunteer spoken about the support they need to carry out any safeguarding responsibilities? (This may include things like how the volunteer can keep themselves safe, contingency plans, risk assessments etc.) Please share below.

2. Do you and the volunteer think that they would be able to understand and follow Girlguiding's safeguarding policy and procedures?

Yes, all of it

Yes, but only parts of it

No, none of it

3. Please explain your answer to the previous question, providing as much detail as possible in the space below.

If there's any further information you think might be relevant to this assessment, please comment below.

Thank you for completing this assessment form. We recognise that every situation will be unique to the individual. But with this information, we can work together to best support all members.

Notes: (for office use only)