

Volunteer Training and Competence Record

TR-01 · Issue 01 · Naylor's Ark Soul Sanctuary · CPH 46/327/7111

Document owner	Naylor's Ark Soul Sanctuary
Holding CPH	46/327/7111
Status	Template — complete, approve and issue before use
Review	Annually and after any incident or material change

How to use this record

Complete at induction and whenever training, refresher instruction or observed competence is provided. A supervisor must sign before a volunteer works unsupervised. Keep records securely and review competence after incidents, long absence or changes in task.

Volunteer name	Start date	Emergency contact held separately

Induction and training evidence

Topic / document	Method & date	Trainer	Volunteer signature	Competent / limits
Site induction, emergency arrangements and sign in/out				
Health & Safety Policy and incident reporting				
Medical needs / reasonable adjustments reviewed				
Biosecurity, hygiene and zoonoses				
Animal behaviour and safe approach				
Feeding and watering by species				
Cleaning, bedding, waste and COSHH				
PPE selection, use and care				
Manual handling				
Visitor supervision / safeguarding boundaries				
RA014 lamb grooming (if applicable)				
RA015 general visits and feeding (if applicable)				
SSOW-01 animal care and cleaning				

Practical competence observations

Task observed	Date	What was demonstrated / limits	Trainer signature	Review due

Volunteer declaration

I have received the instruction listed, had the opportunity to ask questions, understand the limits of my authorisation and will stop and seek help whenever I am unsure or conditions change.

Volunteer signature	Date	Supervisor signature	Date

Refresher / change log

Date	Reason/topic	Action or retraining completed	Signed