**Rotherfield St Martin**

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**Are You Interested in Volunteering?**

 **Why not become one of our fabulous House Martins/Volunteer Drivers?**

Rotherfield St Martin is a registered Charity, which exists to prevent isolation and loneliness in the community and to inspire a community to care. Run by Trustees, a small team of staff and a vital network of community volunteers the Charity works to provide its Members with activities and events and have access to transport to enable them to participate in and, be a part of the community.

So if you have a bit of spare time and like to help people this could be just the ticket for you. You don’t necessarily need any previous experience of volunteering or charity work, we are always looking for help in various ways.

**Examples of the sort of things our House Martins & Volunteer Drivers do:**

**Popping in to visit a member to share a cuppa or pick up some groceries if they cannot get out**

**Being a volunteer driver, nipping about dropping off and picking up members taking them for medical appointments (expenses are covered)**

**Helping at the centre with refreshments**

**Helping out in the office, staffing the phone and answering enquiries or specific areas of work that match your skills**

**Help at some of the club sessions**

**One off projects**

**So if you fancy making a difference to our Members’ lives and getting involved in our community become a House Martin Volunteer?**

**If you think you could help please fill out the application form……**

**WHAT HAPPENS NEXT?**

It is vital that older people can feel safe and confident and they need to know that all our volunteers are trustworthy and capable. To that end we need to perform some suitability checks.

* Thank you for completing your application form, we will contact you shortly to arrange an informal interview, so that we can discuss the role of a House Martin/Volunteer Driver in more detail to ensure that you are happy to undertake the role
* Following the interview, we will email you/call you with details of how to apply for a DBS check using the DBS online system. If you do not have a PC, this can be done at RSM.
* We will ask to see your driving license and will take a copy for our records as you may like to take your friend out for small trips. We will also ask for your registration number so that we can undertake a vehicle check on the DVLA system.
* We will contact your referees by telephone
* We will ask you to read and sign our Volunteers Agreement
* Once all checks have been completed satisfactorily, we will contact you to arrange a meeting with our Volunteer Coordinator who will give you the Volunteer Information Pack and will discuss specific area of volunteering with you
* We will arrange relevant training for your role ASAP
* We will aim to hold Volunteer meetings so that you are able to meet all RSM Volunteers and share experiences

**Rotherfield St Martin**

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**Volunteer House Martin/Driver Application Form**

**All information provided will be treated as strictly confidential and kept electronically for operational purposes and in paper form in a locked filing cabinet. Please return this form to Rotherfield St Martin, Memorial Institute, North Street, Rotherfield, East Sussex. TN6 3LX**

**PERSONAL DETAILS**

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact number: (H)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(Mob)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Do you have any prior experience that might be relevant: YES NO**

**If Yes please give brief details:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How did you hear about us?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**YOUR AVAILABILITY:** Please tell us when you are mostly available and how many hours you might be able to spare:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**YOUR PREFERENCES:**

**Would you be interested in: (please state or circle)**

**Being a:**

**VOLUNTEER DRIVER Yes No**

If you are 70+ you *may* be asked to obtain your GP’s approval to drive as a volunteer.

**If yes, please also supply the following information.**

Car make and registration number **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Vehicle type: (Please circle as appropriate) Size:

Saloon Small

Estate Medium

People carrier Large

4x4

**Insurance**

**It is the Volunteer’s personal responsibility to ensure that they are covered for voluntary driving by their own Insurance Policy. Generally, no extra charge is involved. We request that you contact your insurers to inform them that you wish to undertake voluntary driving from time to time for Rotherfield St Martin.**

**Please include a copy of your car insurance certificate when returning this form.**

**Which days are you available to drive (please circle)**

Mon am Tue am Wed am Thu am Fri am

Mon pm Tue pm Wed pm Thu pm Fri pm

Once a week once a fortnight once a month other\_\_\_\_\_\_\_

**Please tell us what days you are definitely NOT available.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please indicate where you are prepared to go**

1. Local area only (within 15 mile radius) yes/no
2. Hospitals Pembury yes/no

 Princess Alexandra Haywards Heath yes/no

 Queen Victoria East Grinstead yes/no

 Maidstone yes/no

 Brighton yes/no

 Eastbourne yes/no

 Hastings yes/no

1. Occasionally: London Hospitals yes/no

**Helping with administrational roles in office Yes No**

**Baking a cake for clubs Yes No**

**Helping with refreshments at clubs Yes No**

**Helping with trips out Yes No**

**Visiting Members either in their:**

Home Care Home Hospital All

**Would you be interested in visiting someone who has:**

Early onset Dementia (training will be available) Yes No

Short-term memory problems Yes No

Learning disability Yes No

Physical disability Yes No

Would you be happy to visit either Male Female

**To help us match you to a friend with common interests, do you have any hobbies or interests?**

**REFERENCES:** Are you able to supply two references? YES NO

Please provide the names and telephone number of two people that are happy to provide a character or professional reference for you (please note this cannot be a family member)

**Referee 1:** Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Numbers:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Referee 2:** Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Numbers:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Confidentiality Agreement**

In the course of your volunteering you will have access to confidential information and records such as members medical history, financial information and personal data (please note this list is not exhaustive) and it is vital that you treat all information as confidential. Please sign this Confidentiality Agreement to confirm that you accept your responsibility to maintain confidentiality at all times, both written and oral.

NB: If you have a concern about an RSM member, please share this information ASAP with the RSM Safeguarding Lead, who will listen to your concerns and take appropriate action.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_

**Declarations**

**I confirm that the information on this form is correct**

**I give permission for the information on this form to be held electronically and in paper form for the sole purpose of Rotherfield St Martin**

**I am happy to be contacted about Rotherfield St Martin events**

**I am happy for a DBS check to be obtained, to check my suitability for this role or alternatively, I am on the DBS update service and my number is** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_