

## Notes for Co-ordinator's use

Date of meeting "Friends in Deed" member

Seen by

CRB clearance date

### Details

1. Type of visit preferred  
(eg elderly, housebound, hospital....)

2. Type of visit to avoid (eg disabled,  
smokers, gender, animals, bereaved....)

3. How often

4. Willing to use car            Yes / No

5. Willing to do errands        Yes / No

6. other (eg practical)

## Checklist

### Co-ordinator

Jennifer Cox 01480 810168  
07810 006598

### Management Committee

Ann Arran  
Revd Ally Barrett  
Margaret Street  
Revd Miles Falla  
Patsy Gray  
Rachel Noble  
Hazel Wilcox

### Expenses

Mileage rate is 30p per mile

Mileage may be claimed from the co-ordinator for any journeys she asks you to make. You **MUST** use a claim form, which is available from the co-ordinator.

If the person you are visiting asks you to drive them somewhere, then they must pay your mileage. The amount **MUST** be agreed with them before you make the journey.

*Leaflet prepared October 2005*



# Friends in Deed

Guidelines for members  
of the group

St Mary's  
the Parish Church  
of Buckden

Welcome to "Friends in Deed", a group set up to offer help and friendship to people in our village. Please read these guidelines, which have been drawn up to support the group.

This type of visiting has been described as the opportunity to show the "loving care of the church community". The most significant activity in visiting is to listen. We expect that your visits will be welcomed and we hope you will enjoy the opportunity to talk with people who look forward to your visit. However, there may also be visits where there are problems in a household. The people you visit may be going through difficult times.

Please remember that when you visit, whatever is talked about should remain between you and the person you are visiting. HOWEVER, please don't accept a conversation which begins, "You mustn't tell anyone else...". If you are concerned about anything you are told, tell the person you are visiting that you may need to ask for help from the co-ordinator or the vicar. Also, please do NOT offer advice or solutions to problems. Our visiting is not about providing opinions or solutions to problems, rather it's about befriending. It is also about listening and not counselling.

As a visitor, your personal safety is very important. Always tell someone where you are going and how long you expect to be there. Use your discretion about whether to give your personal telephone number to the person you are visiting, but do make sure you give them an official visiting card which has the relevant contact details for "Friends in Deed".

Also, please do not attempt to lift or move anyone who is disabled as you could cause injury to them and to yourself.

If you are asked to do any shopping, you MUST get a written list and the money needed before you go. You must never use your own money. You must also, if at all possible, get a receipt.

If you decide you wish to become a member of "Friends in Deed", then please read on.

1. You must have a CRB check and meet with the co-ordinator and vicar to agree your involvement in the scheme.

2. ID will be provided and must always be shown to the person you are visiting to avoid any misunderstanding.

3. The co-ordinator will be in touch with you about your visit(s).

4. Following every visit you make, please inform the co-ordinator, as records need to be kept.

5. Please do NOT use email as a primary source of communication, instead phone the co-ordinator on her land line or leave a message.

6. Please claim your expenses, but feel free to donate them back to "Friends in Deed".

7. Now, please complete the following and return it to the co-ordinator.

Name

Address

Telephone

Mobile

Email

I have contacted my car insurance company and received their agreement that I may use my car in the carrying out of my involvement in "Friends in Deed" **Yes / No**

I have read and accept the guidelines for members of "Friends in Deed"

Signed

Date