

## Notes for Co-coordinator's use

Date of meeting "Friends in Deed" member

Seen by

CRB clearance date (Church)

CRB clearance date (Council)

### 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-coordinator

Christine Lawrence 01480 812227  
07810 006598

### Management Committee

Chair	Revd Ally Barrett
Secretary &	Hilary Grant
Mileage claims	
Publicity	Revd Miles Falla
Events	Patsy Gray
Training events	Hazel Wilcox
Writer/newsletter &	Ann Arran
Deputy Co-ordinator	
Distribution &	Rachel Noble
Care Network liaison	
	Brenda Steadman
	Margaret Street

### Expenses

Mileage rate as charged to the client is 25p per mile. The County Council will subsidise drivers by a further 15p per mile. Please ask the secretary for a claim form.

Mileage may be claimed from the coordinator for any journeys she asks you to make. Please ask the secretary for a claim form.

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



# Friends in Deed

Guidelines for members  
of the group

Supported by **St Mary's**  
the Parish Church of Buckden  
**Care Network** (Cambridgeshire)

*Leaflet prepared October 2005  
Revised September 2009*

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, though some clients also benefit from practical help. 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-coordinator or the vicar.

Friends in Deed is not a professional organization – we can't offer professional counseling, but we are able listen and befriend, offering the sort of help that a friend or relative might offer. Be aware that some clients do already have good support from family and friends and from other agencies, and that others may need help beyond what Friends in Deed can offer – our role might then be to suggest where further help might be found. Also be aware that not all problems have easy solutions, and that being with people in their difficulties can be a valuable thing in itself.

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. Care Network can offer advice and training opportunities in these circumstances.

If you are asked to do any shopping, please get a written list and the money needed before you go. You must never use your own money. You should 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-coordinator 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-coordinator will be in touch with you about your visit(s).
4. Please report in to the co-coordinator each month with the dates of the visits you have made and how your clients are doing.
5. Please claim your expenses, but feel free to donate them back to "Friends in Deed".
6. Now, please complete the following and return it to the co-coordinator.

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