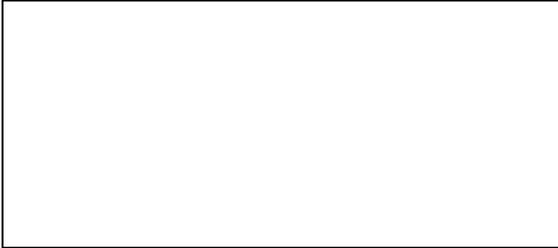




ORCHYD

Holiday for Disabled Children
Registered Charity No. 1072239



Staffing Team
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ORCHYD is a small charity based in Ruislip, which provides a 10 day summer residential holiday for 20 children with physical disabilities. ORCHYD was set up in 1971 and has been a registered charity since 1998. The charity is run completely by volunteers who generously give up their time throughout the year to organise and run the holiday.

We have always got a lot out of the holiday and we hope that you will as well. Without all the staff it would not be possible, so I hope that everyone enjoys themselves - children and staff alike. The Holiday, this year, is based at St Martin's Church Hall at Ruislip. There are people who can only give a few hours in the week to help and others who help with the holiday every day. All are equally important, as is every job that needs doing. Please see attached our information sheet for details of all the different roles involved in making the holiday a success.

If you are keen to get involved, we would be very grateful if you could complete the following application form and email/post it to the above address (email would be preferred if possible). We will send you confirmation once your application has been processed and references checked & then we will arrange for you to complete a DBS check.

Thank you for your interest. Please do not hesitate to contact us should you have any further queries. Further information is also available from our website www.orchyd.org.uk.

Yours sincerely,

The Staffing Team



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Brief summary of the different roles you might like to get involved in

ORCHYD ADVENTURERS - DAYTIME HELPER/ESCORT

You will be paired with a child who you will provide one to one care for throughout the duration of the day getting involved in activities and making sure they get the most out of the experience.

ORCHYD EARLY RISERS - MORNING HELPER

Helping the children get up, washed and dressed followed by being a helping hand with breakfast.

BEDTIME SQUAD - EVENING HELPER

Help washing, changing and putting children to bed.

ORCHYD NIGHT CREW - NIGHT DUTY

A duty aimed at experienced helpers who stay at the hall overnight to provide care and security for the children. Volunteers are expected to have been a helper for at least one year and over 18.

DRIVING

To be a minibus driver you need to be over 21 with a full driving licence (with a max of 6 points), medically fit and able to attend the driving training course.

KITCHEN DUTIES

Help make breakfast, packed lunches and delicious dinners.

HOUSEKEEPING

Help make the beds and sorting the laundry & keep everywhere clean and tidy.

SECURITY

Early morning, daytime and evening shifts, making sure everyone is signed in and out correctly in case of an emergency.

HEALTH CARE

Registered health care professionals offer 24 hour care which involves medication rounds, caring for children during emergencies & feeding through gastrostomy sites.

We welcome all our volunteers to try a variety of roles. This year we would especially love to increase our catering and housekeeping teams!



Confidential

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Please complete this form and return it to us either by email (preferably) or by post. Thank you.

Please Complete in Block Capitals in Black Ink.

Title	Present Address	Former Address if under 3 years at present address
First name		
Surname		
	Postcode	Postcode
Date of Birth	Maiden or Former Name	
Telephone Contact Details		
Daytime	Evening	Mobile
<u>E-Mail (preferred method of contact)</u>		

Emergency Contact Details		
Name	Relationship	Address if different to yours
Telephone Number		

This information will be treated in the strictest confidence by the Staffing team and the Chairman, in relation to the holiday.



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Details of any experience working with, or caring for young persons which might be helpful
Details of any Disability (Diabetes, Back pain, Asthma and ANY Heart Condition etc.)

Referees: Please supply the details of two people willing to act as a referee for you. These referees should not be related to you, but one of them may be a current or former volunteer on the ORCHYD holiday.

Name	Name
Position	Position
Email address (preferred method of contact)	Email address (preferred method of contact)
Address	Address
Postcode	Postcode
Tel No	Tel No

I declare that apart from any matters which I have disclosed in full to the staffing co-ordinator mentioned below:-	
1 - I have no Criminal Convictions not spent or covered by the Rehabilitation of Offenders Act 1974.	
2 - I have no Criminal Convictions (spent or otherwise), cautions or allegations not proven, relating to the care or conduct with children?	
3 - I know of no circumstances which could make it unsuitable for me to work with or care for young persons.	
And I understand that I must disclose immediately any circumstances, which alter my above declaration.	
Signed : —	Checked by :
Date :	Date :

This information will be treated in the strictest confidence by the Staffing team and the Chairman, in relation to the holiday.