



ORCHYD

**Holiday for Disabled Children
Registered Charity No. 1072239**



Head of Staffing
Anna Herbage
18 St Catherines Road
Ruislip
HA4 7RU
07786 518673
staffing@orchyd.org.uk

Thank you for offering to help with the holiday. I personally have always got a lot out of the holiday, and I hope you will as well. Without all the staff the holiday is not possible, so I hope that everyone enjoys themselves on the holiday - children and staff alike. I feel that, although the holiday is for the children, it would not be possible without the vast army of people who make it all happen. There are people who can only give two hours in the week to help keep the hall clean and tidy, and there are others who help with the holiday every day. All are equally important, as is every job that needs doing.

The Holiday is based at St. Martin's Church Hall in Ruislip. As a helper you would be expected to make your own way to the church hall. We depend on one-to-one support for the children throughout the day. If you sign up for an escort duty, you will be allocated a child for the day, and you will be responsible for the basic needs of that child. This will include communicating, feeding and toileting them as well as sitting with them on the coach or minibus to the various outings. Full details will be sent to you when the rota has been finalised and the duties sent out.

As an organisation that works directly with children, we abide by guidelines issued by The Home Office and The Criminal Records Bureau. This Code of Practice is to safeguard the welfare of children in voluntary organisations. In order to comply with this Code of Practice we have drawn up the attached Application Form, and would be very grateful if you could complete it along with the Duties Form and return it to the above address as soon as possible. In addition to this form, you will be expected to complete a CRB check, which ORCHYD will process for you.

Thank you for your co-operation in this matter. Please do not hesitate to contact me should you have any further queries.

Further information is available from our website www.orchyd.org.uk.

Yours sincerely,

Anna Herbage

Head of Staffing



Confidential

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The following details are required as part of the recommendations issued by the Home Office for organisations and individuals working with young persons to safeguard the children, individuals and the organisation. Please complete this form and return it to us either by post or by email. Thank you.

Please Complete in Block Capitals in Black Ink.

Title (Mr., Mrs., etc)	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
E-Mail		

Emergency Contact Details	
Name	Relationship
Telephone Number	

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

**Corrie Bwye
Anna Herbage**

Chairman
Head of Staffing

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: We take references on all staff. Please can you 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
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 :

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Corrie Bwye
Anna Herbage

Chairman
Head of Staffing



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Information for Helpers

Helpers' duties are, in general, divided into two types: -

- a) **Support Duties** - Helping with general housekeeping, catering* or administrative duties in the hall.
- b) **Escort duties*** - looking after a child on a one-to-one basis on outings, trips to local shops etc. This duty has special responsibilities, and guidelines are set down.

*Special Age Restrictions apply - you **must** be over 16. This is due to insurance reasons.

Details of the duties you volunteer for will be sent to you, but the following notes might be helpful.

Laundry The children's clothes need washing every day. They need to be sorted into appropriate piles ready for collection, and laid out on the children's beds when they have been returned.

House Keeping Making children's beds. Tidying up their belongings. Cleaning the sleeping areas and the toilets and generally tidying up.

Kitchen duties Helping to prepare meals and washing up. Finishing times are approximate and flexible.

Entertaining children Help is needed in the evenings to play board games etc. with the children and to keep all areas tidy. You are not allocated a child - simply help and befriend any child who wants company. On evening duties some helpers will be asked to help at dinner time with serving the children.

Dressing and Washing children This will include helping at breakfast time with laying tables and serving the children.

Door duty We need a responsible person on the door during the times when the children are present to check all people coming into the hall, ensuring all people in contact with the children have a badge, ensuring no child leaves the hall without a registered helper, taking messages etc.

Night Duty We need six people every night to look after the children when they are sleeping.

Special Age Restrictions apply - you **must** be over 18. You also cannot be allocated any Night Duties in your first year at the holiday.

Nurses Nurses are required to help with the care of the children and issue of Prescribed Medication.

Meals Helpers covering extended periods of duty (e.g. day trip and evening duties) will be provided with meals. Unfortunately we cannot guarantee meals for other helpers.

Helpers volunteering as escorts on outings will either be provided with lunch or a lunch allowance.

Important Notices

1. You will not be allowed to help unless you have registered with us and completed a 'Confidential Form'.
2. All helpers will be provided with a badge that they must display when on duty in the hall or escorting children.
3. Please do not arrive for events unless you have been assigned to the duty.
4. Quite often our activities are near water. Please ensure you have a change of clothes just in case you accidentally get wet. These days include Longridge (water activities), Camp (overnight stay and water activities), TVAP and Paradise Wildlife Park (paddling pools). Please bring suitable clothes and a change if necessary. A towel will also be useful.
5. **It is essential that you telephone if you cannot make an escort duty,** If we do not have one-to-one cover for the outings, the outing **will not start or take place**. Once you have received your **Allocation Duty Sheet**, if any changes need to be made please inform Anna Herbage on 07786 518673 or email staffing@orchyd.org.uk.
If any changes need to be made once the holiday has started, please call the ORCHYD mobile on 07502 382469.
6. The Duty request forms are sent out at the beginning of April each year, with the forms needing to be returned by the middle of May – There are nearly 300 helpers each year to sort the duties out for, so it does take time. The final allocations do not normally get sent out until July.