



Sacred Heart

Southend-on-Sea

St John Fisher

Prittlewell

Winter Night Shelter

Volunteer Information Form

Thank you for your offer to help with the Winter Night Shelter at Sacred Heart. To assist with our planning, please can you complete this form (in block capitals) and return it to the Sacred Heart Presbytery by Monday 12th November 2018.

Personal Details

Full Name	Gender
Address	
Telephone Number/s	
Email:	
Date of Birth	Age at 1 st December 2018

Contact in case of emergency

Please give details of someone we can contact in case of an emergency involving you.

Full Name
Address
Telephone Number/s
Email:

Disclosure and Barring Service (DBS) Check

Do you have a current DBS check certificate?		
If yes,	What is the serial number?	
	When does it expire?	
Please attach a copy of your DBS certificate to this form.		
If no, would you be prepared to have a DBS check?		

First Aid or Medical Skills

Are you a trained first aider who would be willing to provide First Aid cover at the Night Shelter?	
Are you a trained nurse who is registered to practice and willing to undertake any necessary nursing at the Night Shelter?	
Are you a qualified doctor who is registered to practice and willing to undertake any necessary medical care at the Night Shelter?	

Other skills that could be helpful to our guests

We would like to be able to provide our guests with some additional services such as a haircut or chiropody care.

Are you a qualified hair dresser or barber who would be willing to provide haircuts to guests at the Night Shelter?	
Are you a qualified chiropodist who would be who would be willing to provide foot care to guests at the Night Shelter?	
Do you have any other skills that could be useful to our guests at the Night Shelter? If yes, please give details.....	

Cooking

We will be providing a hot meal (main course and dessert) for up to 35 people at 8.00pm each night and a simple (tea and toast) breakfast each morning. The meal can be prepared at home and brought to the hall or cooked in the hall kitchen. The breakfast will need to be prepared at the hall.

Please indicate below what meal (if any) you can provide:

Wednesdays	Main Course for 35 people at 8.00pm	Dessert for 35 people at 8.00pm	If you cannot prepare for 35 people, please state how many you could cook for	Tea and toast at 7.00am the following morning
5 th December 2018				
12 th December 2018				
19 th December 2018				
26 th December 2018				
2 nd January 2019				
9 th January 2019				
16 th January 2019				
23 rd January 2019				
30 th January 2019				
6 th February 2019				
13 th February 2019				
20 th February 2019				
27 th February 2019				
6 th March 2019				
13 th March 2019				
20 th March 2019				

Staying in the Hall Overnight

Thank you to those who have already volunteered to stay in the hall overnight from 10.00pm to 7.00am. It is envisaged that there will be at least four overnight volunteers who operate on a “two awake and two asleep” basis. Please confirm your availability below.

Wednesdays	I can stay in the hall overnight		Can you provide your own bedding? (Sleeping bag, pillow, pillow case, bed mat)
	Female	Male	
5 th December 2018			
12 th December 2018			
19 th December 2018			
26 th December 2018			
2 nd January 2019			
9 th January 2019			
16 th January 2019			
23 rd January 2019			
30 th January 2019			
6 th February 2019			
13 th February 2019			
20 th February 2019			
27 th February 2019			
6 th March 2019			
13 th March 2019			
20 th March 2019			

Helping out in the hall between 6.00pm and 10.00pm

Thank you to those who have volunteered to be in the hall with guests during the evening. Please confirm your availability below.

Wednesdays	I can spend time in the hall with guest during the evening between 6.00pm and 10.00pm.		If you are unable to stay for the full 4 hours, please indicate below what time you could stay for.
	Female	Male	
5 th December 2018			
12 th December 2018			
19 th December 2018			
26 th December 2018			
2 nd January 2019			
9 th January 2019			
16 th January 2019			
23 rd January 2019			
30 th January 2019			
6 th February 2019			
13 th February 2019			
20 th February 2019			
27 th February 2019			
6 th March 2019			
13 th March 2019			
20 th March 2019			

Behind the Scenes Jobs

There are several jobs that need to be done outside of the time that the guests are with us. Please indicate below which of these you would be willing to help with.

Cleaning the hall up on Thursday mornings	
Collecting the washing on Thursday mornings and returning the freshly laundered items the following Wednesday afternoon. (Items that will need to be laundered include 20 sleeping bag liners, 20 pillow cases, 20 hand towels, tea towels and possibly a sleeping bag or two.)	
Hanging the sleeping bags up to air on Thursday mornings then returning to put them away on Thursday afternoon	
Helping with the collection and preparation of clothes for Night Shelter guests	
Helping with the collection of toiletries for Night Shelter guests	
Liaising with supermarkets who may have excess food to donate. This may involve collecting the food on Wednesday afternoons/evenings or Thursday mornings	
Bagging up and putting the rubbish out for collection on Thursday mornings.	
Putting the cigarette butt bucket and sand out on Wednesday evenings then cleaning and putting it away on Thursday mornings.	
Helping with administrative tasks.	
Any other tasks that may arise.	

Planning Meetings

Two planning meetings are currently planned. Please indicate below whether you are able to attend.

Meeting	Date, time and location	Are you able to attend?
Meeting of volunteers for the Sacred Heart Night Shelter	Wednesday 14 th November at 7.30pm in Sacred Heart Church Hall.	
Meeting of volunteers for all Southend Winter Night Shelters	Monday 19 th November at 7.00pm at Shoeburyness Baptist Church, 90 Thorpedene Gardens, Southend-on-Sea SS3 9JD	

Data Protection

We are committed to ensuring that information we hold about individuals is properly and securely managed in accordance with legal requirements on data protection and direct marketing.

Please complete this form if you would like to give your consent to the Catholic Parish of Sacred Heart, Southend-on-Sea and St John Fisher, Prittlewell, holding and processing your personal data for the purpose of co-ordinating the Southend Churches Winter Night Shelter at Sacred Heart Church Hall from December 2018 to March 2019.

My name is:

- Please only tick ✓ the box(es) you want to.
- You do not have to consent to any of the purposes listed.
- Where you do not give us consent, we will not be able to use your personal data (for example, to let you know about forthcoming services and events) except in certain limited situations, such as where we are required to do so by law.

I consent to the Diocese/Parish of Sacred Heart, Southend-on-Sea and St John Fisher, Prittlewell contacting me to keep me informed about news, events, fundraising and activities in my parish and in the Diocese. *[*Please also tick the relevant boxes below for preferred method of contact]*

I consent to the Diocese/Parish of Sacred Heart, Southend-on-Sea and St John Fisher, Prittlewell using my contact details when arranging events in the parish.

You can find out more about how we use your data from our Privacy Notice, which is available on our parish noticeboard, or from the Diocesan Finance Office (01277 265280), or on the diocesan website at:

<http://www.dioceseofbrentwood.net/diocese/data-protection/>

* I would like to be contacted by the following method(s) (please tick ✓ the relevant box(es)):

<input type="checkbox"/>	BY POST: My postal address is:
<input type="checkbox"/>	BY TELEPHONE: My phone number is:
<input type="checkbox"/>	BY EMAIL: My email address is:

You can unsubscribe from our communications at any time by contacting the Sacred Heart/St John Fisher Parish Office.

Signed: Date:

You can withdraw or change your consent at any time by contacting the Sacred Heart/St John Fisher Parish Office.

Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required or permitted by law. This will not affect any personal data that has already been processed prior to that point.