



Please return completed form to The Norwood Building, Parkhall Road, Somersham, Cambs, PE28 3HE or email to [timebank@somersham-pc.gov.uk](mailto:timebank@somersham-pc.gov.uk).

# Somersham and Pidley Time Bank

For residents of Somersham and Pidley

Personal Details			
Title:	Name:	Gender:	
D.O.B:	Home No:	Mob No:	
Email:	Internet User:		Yes / No
Address:			
Emergency contact – Name:			
Number:		Relationship:	
Health and Transport			
<p><b>Please give details of any disabilities or health issues or allergies you think we should be aware of:</b>  <i>Somersham and Pidley Time Bank is committed to promoting equality of opportunity for all people and we treat people fairly, valuing and responding to their diverse needs. We ask for this information so that we can do our best to make reasonable adjustments based on specific needs or mobility problems.</i></p>			
<p><b>If it was relevant, would you be happy for us to disclose this information to other Time Bank members, if relevant for an exchange with them? Yes/No</b></p>			
<p><b>Do you hold a current UK Driving Licence? Yes/No</b></p>			

References	
<p>For everyone involved in the scheme we take up references to keep everyone safe. <b>References should not be from a spouse or partner or an immediate member of your family. Email is preferred where possible</b></p>	
Name:	Name:
Email:	Email:
Telephone:	Telephone:
Address:	Address:

Criminal Convictions	
<p>If you have a police record, you can still volunteer, however the nature of volunteering is such that you are exempt from the Rehabilitation of Offenders Act 1974. In rare cases a police check may be required because of regular access to vulnerable people.</p>	
<p><b>Do you have any criminal convictions (including cautions) Yes / No</b>  <i>If yes, you will be contacted for further information – everything is treated in strict confidence</i></p>	
<p><b>Are you willing to have a Disclosure and Barring Services (DBS) Check if required? Yes / No</b></p>	

## Time Bank Standards of Care

As a participant of Time Bank I agree to:

1. Respect another participant's privacy or confidentiality and treat others with respect
2. Respect other participant's viewpoints, and to not pressure another participant to accept my religious beliefs or political views.
3. Not involve my friends or relatives in time bank activities by bringing them to a participant's home or venue of time exchange, unless agreed with the Time Bank as being part of a group activity.
4. Not ask for or accept money, gifts or tips from other participants.
5. Not eat or drink a participant's food and drink, unless invited to do so.
6. A no smoking policy in a participant's home or venue of time exchange.
7. Not use any possessions of the participant, including the telephone, unless given clear permission to.
8. Not exchange hours unless the time bank are aware (otherwise forfeit insurance cover)

The Time Bank will maintain a photographic record of some of the activities undertaken by participants. These may be used in our newsletter / social media and for general publicity, including the Time Banks UK website. I give my permission for photos to be used for the Time Bank publicity. **Yes/No**

### Consent

"Your privacy is important to us and we would like to communicate with you about Somersham and Pidley Time Bank and its activities. To do so we need your consent. Please fill in your name and address and other contact information below and confirm your consent by ticking the boxes below."

You can grant consent to any or all of the purposes listed. You can find out more about how we use your data from our "Privacy Notice" which is available from our website or from the Council Office or at [www.somersham-pc.gov.uk](http://www.somersham-pc.gov.uk). Your information is held on software provided by Timebanking UK. You can find their privacy notice at [https://somershamtimebank.files.wordpress.com/2018/05/tbuk\\_data\\_policy.pdf](https://somershamtimebank.files.wordpress.com/2018/05/tbuk_data_policy.pdf).

You can withdraw or change your consent at any time by contacting the council office. If you decide to leave the Time Bank, we will retain your information for 12 months and then it will be destroyed.

- We may contact you to keep you informed about what is going on within the Time Bank including requests, offers, news, events, meetings, clubs, groups and activities. These communications may also sometimes appear on our website, or in printed or electronic form (including social media).
- We may contact you to keep you informed about what is going on in the council's area or other local authority areas including news, events, meetings, clubs, groups and activities. These communications may also sometimes appear on our website, or in printed or electronic form (including social media).

Keeping in touch: Please tick all methods you are happy to be kept in touch by –

- Email     Telephone     text message     by post     social media (Facebook messenger etc)

**I agree to abide by the above Standards of Care, and confirm that the information given on this form is correct to the best of my knowledge**

Signature:

Date:

Print Name:

Signature of Parent/Guardian if under 18:

Date:

Print Name:

# Offers and Needs Questionnaire

This is to give us an idea of your interests and to give you some idea of what you could offer or receive through the Time Bank

## Instructions

Please tick the appropriate box

1. I NEED HELP WITH...

2. I CAN HELP WITH.....

## Home

Cooking.....	<input type="checkbox"/>	<input type="checkbox"/>
General Errands .....	<input type="checkbox"/>	<input type="checkbox"/>
Gift wrapping .....	<input type="checkbox"/>	<input type="checkbox"/>
Help with pets.....	<input type="checkbox"/>	<input type="checkbox"/>
Help with phone calls.....	<input type="checkbox"/>	<input type="checkbox"/>
House sitting.....	<input type="checkbox"/>	<input type="checkbox"/>
Housework.....	<input type="checkbox"/>	<input type="checkbox"/>
Plant watering.....	<input type="checkbox"/>	<input type="checkbox"/>
Shopping.....	<input type="checkbox"/>	<input type="checkbox"/>
Simple decorating.....	<input type="checkbox"/>	<input type="checkbox"/>
Storage.....	<input type="checkbox"/>	<input type="checkbox"/>
Washing/ironing.....	<input type="checkbox"/>	<input type="checkbox"/>

## Office

Accounting .....	<input type="checkbox"/>	<input type="checkbox"/>
Administration.....	<input type="checkbox"/>	<input type="checkbox"/>
Design work.....	<input type="checkbox"/>	<input type="checkbox"/>
Help with interview skills	<input type="checkbox"/>	<input type="checkbox"/>
Help writing CV's.....	<input type="checkbox"/>	<input type="checkbox"/>
Helping at the library...	<input type="checkbox"/>	<input type="checkbox"/>
Letter writing.....	<input type="checkbox"/>	<input type="checkbox"/>
Translations.....	<input type="checkbox"/>	<input type="checkbox"/>
Typing/word processing...	<input type="checkbox"/>	<input type="checkbox"/>
Use of equipment.....	<input type="checkbox"/>	<input type="checkbox"/>
Use of meeting room.....	<input type="checkbox"/>	<input type="checkbox"/>
Work placement .....	<input type="checkbox"/>	<input type="checkbox"/>

## Outside

Car washing.....	<input type="checkbox"/>	<input type="checkbox"/>
Cycle repairs.....	<input type="checkbox"/>	<input type="checkbox"/>
Dog walking.....	<input type="checkbox"/>	<input type="checkbox"/>
Gardening.....	<input type="checkbox"/>	<input type="checkbox"/>
Home repairs.....	<input type="checkbox"/>	<input type="checkbox"/>
Leafleting.....	<input type="checkbox"/>	<input type="checkbox"/>
Litter picking.....	<input type="checkbox"/>	<input type="checkbox"/>
Moving/lifting.....	<input type="checkbox"/>	<input type="checkbox"/>
Orchard work.....	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor activities / sports ...	<input type="checkbox"/>	<input type="checkbox"/>
Nature reserve activities.....	<input type="checkbox"/>	<input type="checkbox"/>

## Skills

Basic plumbing (not gas).....	<input type="checkbox"/>	<input type="checkbox"/>
Beauty Treatments.....	<input type="checkbox"/>	<input type="checkbox"/>
Craftwork.....	<input type="checkbox"/>	<input type="checkbox"/>
Hairdressing/styling.....	<input type="checkbox"/>	<input type="checkbox"/>
IT Support .....	<input type="checkbox"/>	<input type="checkbox"/>
Knitting.....	<input type="checkbox"/>	<input type="checkbox"/>
Languages .....	<input type="checkbox"/>	<input type="checkbox"/>
Massage.....	<input type="checkbox"/>	<input type="checkbox"/>
Metalwork.....	<input type="checkbox"/>	<input type="checkbox"/>
Painting/drawing.....	<input type="checkbox"/>	<input type="checkbox"/>
Photo restoration.....	<input type="checkbox"/>	<input type="checkbox"/>
Photography .....	<input type="checkbox"/>	<input type="checkbox"/>
Pottery.....	<input type="checkbox"/>	<input type="checkbox"/>
Reiki.....	<input type="checkbox"/>	<input type="checkbox"/>
Sewing/embroidery.....	<input type="checkbox"/>	<input type="checkbox"/>
Story telling/reading.....	<input type="checkbox"/>	<input type="checkbox"/>
Web site design .....	<input type="checkbox"/>	<input type="checkbox"/>
Woodwork.....	<input type="checkbox"/>	<input type="checkbox"/>

## Teaching

Adult literacy/numeracy...	<input type="checkbox"/>	<input type="checkbox"/>
Music tuition.....	<input type="checkbox"/>	<input type="checkbox"/>
Provide local knowledge	<input type="checkbox"/>	<input type="checkbox"/>
Singing lessons.....	<input type="checkbox"/>	<input type="checkbox"/>
Sports coaching.....	<input type="checkbox"/>	<input type="checkbox"/>
Foreign language.....	<input type="checkbox"/>	<input type="checkbox"/>
Cookery lessons.....	<input type="checkbox"/>	<input type="checkbox"/>
Computer skills	<input type="checkbox"/>	<input type="checkbox"/>

## People

Companionship.....	<input type="checkbox"/>	<input type="checkbox"/>
Day trips .....	<input type="checkbox"/>	<input type="checkbox"/>
Escort to appointments.....	<input type="checkbox"/>	<input type="checkbox"/>
Give lifts.....	<input type="checkbox"/>	<input type="checkbox"/>
Help with form filling.....	<input type="checkbox"/>	<input type="checkbox"/>
Listening.....	<input type="checkbox"/>	<input type="checkbox"/>
Phone buddy.....	<input type="checkbox"/>	<input type="checkbox"/>
Visiting housebound people	<input type="checkbox"/>	<input type="checkbox"/>

## General

Art & Design .....	<input type="checkbox"/>	<input type="checkbox"/>
Dance / exercise / sport	<input type="checkbox"/>	<input type="checkbox"/>
Entertainment .....	<input type="checkbox"/>	<input type="checkbox"/>
Give talks / workshops ...	<input type="checkbox"/>	<input type="checkbox"/>
Help with fundraising .....	<input type="checkbox"/>	<input type="checkbox"/>
Help with social events .....	<input type="checkbox"/>	<input type="checkbox"/>
Help the Timebank .....	<input type="checkbox"/>	<input type="checkbox"/>

Please add to our list

_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>