

PARISH OF THE IMMACULATE CONCEPTION

HENLEY HOUSE, 12 CAUSEWAY
BICESTER OX26 6AW

JUNIOR VOLUNTEER AND ROTA FORM

Dear Parents

You have kindly agreed for your child..... to volunteer as a *Catechist/ Welcomer/ Reader / Extraordinary Minister of Holy Communion/Musician/Choir Member*.....

Your or your child's details are included on the rota so that you or your child can be contacted as necessary. The rota is shared with other parish volunteers on this rota, with the Parish Priest and with the co-ordinator for this rota, who is Lucia Hattam and who can be contacted by phone on 01869 253 277 or by email at admin@immaculate-conception.org.uk

So that this can continue, can you please complete and return this letter to the rota co-ordinator?

If your child is over 12 and in your view is old enough to be contacted directly then please insert her or his details on the form. This is entirely your choice.

Please also complete the section of the form headed Consent and amend sections 2 and 3 according to whether you want to be contacted yourself, or whether your child is to be contacted direct.

Parent/Guardian

Name of Parent/Guardian

Contact Number for Parent/Guardian.....

Email for Parent /Guardian{optional}.....

Junior Volunteer

Name of Child

Contact Number for Child {optional}.....

Email for Child {optional}.....

Consent

1. I confirm that I am the Parent/ Guardian of {insert name}..... and I confirm that my child may support the Parish as a church volunteer on a regular basis and that his/her name may be included on the appropriate rota.
2. I agree to my /my child's contact details being shared with other volunteers.
3. I want to be contacted when necessary by the rota co-ordinator or other volunteers on this rota to confirm my child's availability / I am happy for my child to agree to be contacted when necessary by the rota co-ordinator or other volunteers on this rota about his/her availability.

Signed.....Dated

Privacy Notice

The parish is committed to ensuring that information we hold about you is properly and securely held in accordance with the law. You can find out more from our Privacy Notice, which is available on the diocesan website at: <https://www.birminghamdiocese.org.uk/privacy-policy>. It is in the legitimate interests of the parish to hold this information about you and/or your child while your child volunteers in this role, as a rota is necessary. We ask other volunteers on this rota to treat the information on the rota as confidential. We will not share your information with any other body unless required to do so by law. We will update your information whenever you wish us to do so - please contact the co-ordinator for this rota, whose details are above. We will securely destroy the information which we hold about you on request or when you inform us that you no longer want to volunteer for this role. The parish is part of the Archdiocese of Birmingham, registered charity number 234216.