

Rights and Responsibilities of Volunteers

Interchange Outer East values: Passion, People and Purpose

Interchange Outer East's purpose is:

1. To build a great community.
 - Make a place we all want to live with a place for all.
2. Education – sharing knowledge.
 - Every day we need to act as educators. From formal traditional instruction to being an example in the way we interact with others in our community. Look for opportunities to educate.
3. Creating Opportunities.
 - In everything we do there are opportunities to have fun, connect, stretch, learn etc. Use them - create them!
4. Sustainability.
 - We need to be able to keep our promises – it's important to ensure that what we do can be continued. This doesn't rule out once off stuff so long as that is made clear.
5. To create choices.
 - Making choices is a habit – not having choices is abuse. In every way we, can we need to create opportunities for people to make choices, so they can practise and become used to making and seeking them.
6. To assist families and individuals.
 - It's what we do – listen, learn, understand then act.
7. To make connections.
 - From meeting families to creating partnerships with organisations, from walking down the street and saying hello to setting up funding relationships we are connectors. It's these connections that make the difference in what we do.
8. Embrace change
 - Nothing in life stays the same so get on board with change – welcome it, enjoy it, try it!
9. To communicate
 - Let people know what is happening, raise concerns, celebrate the good with others, be creative, be respectful.
10. Have fun & play
 - Seek to do this every day, enjoy what you are doing, share that fun.

We work within a Human Rights Framework:

Volunteers Rights:

FREEDOM: To be accepted for whom you are regardless of ability, age, gender, geography, cultural background, sexual preferences or life choices.

RESPECT: To be shown respect in all activities you pursue and for your opinions to be valued and listened to.

EQUALITY: To be treated as an equal by everyone and feel appreciated and a valued member of the group.

DIGNITY: To only have reasonable demands placed on you and be able to say no to tasks you feel uncomfortable with.

FUN: To enjoy being a volunteer!

SAFETY: To feel safe and supported during your involvement with IOE.

SUPERVISION: Formal supervision and appraisals will be provided when requested. Volunteers are encouraged to talk to relevant coordinators with any questions or concerns they may have.

Volunteers Responsibilities:

- To be respectful and treat everyone as equals.
- Never show aggression towards participants either in your verbal or body language, tone of voice or physical actions.
- Do not use alcohol or illicit drugs on any programs – failure to comply will result in immediate dismissal.
- Do not smoke cigarettes in front of any participant. If you need to smoke, ask a staff member to supervise the person you are supporting while you go.
- Be mindful of language used in front of participants. You are a role model to them and they will learn from you.
- To keep information confidential. Please do not let anyone other than a staff member or volunteer read any participant's personal care information. Don't use identifying information when talking about participants.
- Ensure that nothing you do could be interpreted as abuse; Sexually, emotionally, physically or verbally. We do not tolerate any bullying or harassment.
- Have all your medication in a LOCKED bag or hand to staff to put in their locked medication bag.
- To receive and ask for constructive feedback and work on learning from all your experiences.
- Not to overwork or over commit yourself.
- To seek assistance and/or ask questions where required
- To alert a staff member as soon as practically possible of any issue or injury to yourself or the person you are supporting.
- To undertake the orientation night and any training as a volunteer carer in order to perform this role more effectively.

- To be mindful at all times of the main reason for your participation, that is, you are here to support someone else.
- To be reliable. When you commit for an activity/program. It's your responsibility to stick to it.
- To ring up as soon as possible to let us know if you can't come on an activity.
- To be self-motivated. We don't always stick together in the one big group and you won't always have a staff member telling you what to do and how to do it. Use your own knowledge and common sense.
- If on camp, remain responsible for the person you are supporting once they have gone to bed, by checking on them regularly and sleeping in the same room as them.
- If on camp, get enough sleep so that your performance isn't affected. You must be in bed by 2:30am at the latest.

I have read and fully understood all rights and responsibilities

NAME: **SIGNED:**.....