

Full Name:

### Volunteers Rights:

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

**RESPECT:** To be shown respect in all activities you pursue and for your opinions to be valued and listened to; to have your confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988.

**EQUALITY:** To be treated as an equal by everyone and feel appreciated and a valued member of the group; to be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation.

**DIGNITY:** To only have reasonable demands placed on you and be able to say no to tasks you feel uncomfortable with; to have a job description and be aware of your role and responsibilities.

**FUN:** To enjoy being a volunteer!

**SAFETY:** To feel safe and supported during your involvement with IOE; to work in a healthy and safe environment; to be adequately covered by insurance; to be provided with orientation to the organisation.

**SUPPORT:** To be given accurate and truthful information about the organisation; to be given a copy of the organisations volunteer policy and any other policies that affect your work; to have access to a grievance procedure; to be provided with sufficient training to do your job; 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.

**OTHER:** To be reimbursed for out of pocket expenses; not to fill a position previously held by a paid worker.

### Volunteer Responsibilities:

- 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; do not smoke cigarettes in front of any participant. – failure to comply will result in immediate dismissal.
- If you need to break, 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. Do not let anyone other than a staff member or volunteer read any participant's personal support 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.
- 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.

## Rights, Responsibilities & Membership

- 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; ensure you get enough sleep so that your performance isn't affected. You must be in bed by 2:30am at the latest; Have all your medication in a LOCKED bag or hand to staff to put in their locked medication bag.

### Interchange Outer East operates within the Australian National Standards for Volunteer Involvement:

- |  |  |
|--|--|
| 1. Leadership and Management           | 5. Support and Development                       |
| 2. Commitment to Volunteer Involvement | 6. Workplace Safety and Wellbeing                |
| 3. Volunteer Roles                     | 7. Volunteer Recognition                         |
| 4. Recruitment and Selection           | 8. Quality Management and Continuous Improvement |

### Medical Consent

Are there any medical conditions, injuries, allergies or illness, that you need support with while participating on activities?

Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I authorize the staff, in the event of an illness, to obtain all necessary medical assistance and treatment, including blood transfusions or anesthetics and I agree to pay all medical expenses.

Do you require an Emergency Management Plan? (EMP)

\_\_\_\_\_

### Parent Guardian Consent (if under the age of 18)

I agree with all terms and conditions in the above document.

I accept that my daughter/son will not be supervised 100% of the time while attending an Interchange Outer East activity and my child has the ability to conduct themselves in an appropriate manner.

I also understand that participants on Interchange programs have varying degrees of abilities, disabilities and sometimes challenging behaviour. Although every effort is made to reduce all risks, there is some potential physical risk to my daughter / son.

Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### Volunteer Signature

By signing below, I authenticate that all information provided is true and I authorize Interchange Outer East to use this information while I volunteer; I have received a copy of the above rights & responsibilities and a copy of my position description.

Print Name: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

