



MELBOURNE LEGACY

Volunteering at Melbourne Legacy

Thank-you for expressing an interest in Volunteering at Melbourne Legacy

Volunteers play an integral part in supporting the work of Melbourne Legacy and enrich the lives of beneficiaries including young people.

Melbourne Legacy values the work undertaken by Volunteers. We aim to ensure that Melbourne Legacy provides a rewarding experience for them, where each person's contribution is valued and their every action makes a disproportionate difference to the lives of beneficiary families.

This document outlines Melbourne Legacy's commitment to making sure its Volunteers are supported and are made aware of the expected standards of behavior when involved in activities at Melbourne Legacy. In particular it provides important information relating to Child Safety, Work, Health & Safety and general Melbourne Legacy operational matters.

In addition to reading and understanding the information provided in this document, we also ask that you complete the attached Volunteer Details Form. Please read and sign the Volunteer Details Form indicating your intent to follow the guidelines when volunteering at Melbourne Legacy. This form is to be updated on an annual basis.

In completing and signing the Volunteer Details Form you also acknowledge that:

1. Your participation is entirely voluntary and you are not considered an employee.
2. You agree that we cannot be compelled to provide regular work or benefit for any activity undertaken.
3. You understand your rights and responsibilities as a Volunteer as outlined in the information document.

If you have any queries regarding this process, please contact the Chief Executive Officer.

Volunteering at Melbourne Legacy – Rights and Responsibilities

Your responsibilities as a Volunteer

- Abide by all relevant Melbourne Legacy policies and procedures, including but not limited to the Melbourne Legacy Beneficiary and Child Safety, Workplace Behaviours, Health & Safety policies. For Legatees, this is inclusive of the Rules of the Melbourne Legacy Club.
- Performing the duties defined within your Volunteer role or as reasonably instructed.
- Attending to your duties and perform tasks appropriately while promoting a positive image of Melbourne Legacy.
- Participating in induction and mandatory training (if required).
- Notify your designated staff member of any factors that may impede your ability to perform your duties in an appropriate and safe manner.
- Protecting your own safety and the safety of others.
- Reporting any unsafe working conditions / potential hazards to your designated staff member.
- Reporting any injury / damage to themselves or a third party to your designated staff member.
- Maintaining confidentiality regarding Melbourne Legacy business, program information or any other sensitive, private information you come across during their Volunteer duties.
- Not incurring any liability or expense on behalf of Melbourne Legacy, except for claiming reimbursement for pre-approved out of pocket expenses.

Your rights as a Volunteer

Melbourne Legacy recognises the following as the rights of Volunteers:

- Be asked for your permission before any job-related reference or criminal history screening is undertaken.
- To be treated fairly and respectfully and be valued as an important member of the team.
- To receive on-going support and direction.
- To be able to pro-actively seek rewarding volunteer experiences.
- To be valued for your contribution.
- To work in a healthy and safe environment.
- To have complaints or grievances heard in accordance with the Melbourne Legacy Grievance Handling Policy.
- Be allocated suitable tasks.
- To have your ideas welcomed and acknowledged by the designated staff member and other staff.
- To be able to decline or withdraw from work if it is not suitable or is placing excessive demands on you.

Following is important information regarding Child Protection, Work, Health & Safety and our Melbourne Legacy expectations / guidelines for Volunteers.

Child Safety

As part of our commitment to the care, wellbeing and protection of our beneficiary families and in line with our Beneficiary and Child Safety Policy, Volunteers are required to undergo legal checks prior to commencing a Volunteering assignment at Melbourne Legacy. In the event that a Volunteer refuses to undergo any such checks, Melbourne Legacy reserves the right to cease the Volunteer's assignment without notice.

If you already have a current WWCC check and police check, please provide Melbourne Legacy with a

copy for our records.

To ensure that Volunteers are provided with an appropriate induction and are aware of their child safety responsibilities, you may be required to undertake induction, including in relation to Child Safety.

Volunteers must take action if children and young people disclose information about inappropriate behaviours of other adults in Melbourne Legacy. It is important not to minimise, ignore or delay responding to such information. For the wellbeing of all members of our community, the CEO must be informed as a matter of urgency and a report made to the authorities, if appropriate.

Please read and familiarise yourself with the attached Melbourne Legacy Beneficiary and Child Safety Policy. This policy clearly outlines the expectations of Volunteers at Melbourne Legacy in relation to Child Safety and it is expected that all Volunteers will comply with this policy.

Physical Contact - below are a number of recommendations regarding contact with children and other vulnerable people:

- Seek children and young people's permission to touch (keeping in mind that a highly distressed child or young person may be incapable of expressing their wishes).
- Avoid being with a child or young person in a one-to-one, out of sight situation, and never touch a child or young person in such a situation.
- Do not presume that physical contact is acceptable to a particular child or young person. Even non-intrusive touch may be inappropriate if a child or young person indicates he/she does not wish to be touched.
- Respect and respond to signs that a child or young person is uncomfortable with touch.
- Use verbal directions rather than touch (.eg. ask a child or young person to move in a particular way, rather than physically place the child or young person in the required position).
- In some circumstances, you may need to discourage younger children from inappropriate expectations of hugs or cuddles. This should be done gently and without embarrassment or offence to the child.

Wherever possible, Legatees and Volunteers are not to work alone, or out of line of sight, with children or vulnerable people. When working one-to-one with children and vulnerable people; make it public (the more visible, public and busy the location the better) and make it authorised (activity must be an authorised activity).

Work, Health & Safety

Melbourne Legacy and its Officers are committed to taking all reasonable steps to provide a duty of care to all employees, beneficiaries, Legatees, Volunteers, contractors and visitors aimed at keeping them free from injury and ill health.

There are legal obligations or duties for everyone in the workplace in relation to Work Health & Safety.

Legislation requires Melbourne Legacy to provide and maintain, so far as is reasonably practicable:

- a work environment that is safe and without risks to health;
- safe plant and structures; and

- safe systems of work.

Health and safety legislation states that **workers and other persons** at the workplace must:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with regulation; and
- co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

Should you become aware of a situation that might give rise to someone injuring themselves, please report this to the Deputy CEO.

Accident, Hazard and Incident Reporting - Volunteers are responsible for reporting any accident / incident within 24 hours of occurrence (if practicable). Details should be given to the Deputy CEO.

Alcohol and Drugs - At no time are drugs to be brought onto Melbourne Legacy grounds unless prescribed by a qualified medical practitioner. Consumption of alcohol, or being under the influence of alcohol, is prohibited when persons are Volunteering at any Melbourne Legacy activity, except for social functions, in which case Legatees and Volunteers are expected to limit consumption to reasonable amounts and to avoid driving to and from such events.

Emergency Procedures - an important part of keeping everybody safe at Melbourne Legacy is ensuring everyone knows what to do if there is an emergency situation in their area.

Upon becoming aware of an emergency situation, please let a staff member know. Should any alarm activate, please comply with directions of the fire warden.

First Aid - If you sustain an injury whilst Volunteering at Melbourne Legacy or are feeling unwell, please notify the Deputy CEO.

Ladders - It is strictly prohibited for a Volunteer to stand on a desk, chair, etc., to hang or reach any item. Sufficient supplies of safe and specially designed step ladders have been provided in all areas of Melbourne Legacy to assist in reaching high or difficult areas. If you require the use of a ladder, please speak with the Deputy CEO.

Smoking - it is the policy of Melbourne Legacy that all Melbourne Legacy's buildings and off-site activities will be tobacco (including cigarette, pipe & cigar etc.) smoke free environments at all times.

Operational Matters

ID Card - Volunteers may be provided with a Volunteers' ID card on a lanyard that they are requested to wear whilst Volunteering at Melbourne Legacy (all Legatees will be provided with an ID card which must be visible when visiting beneficiaries).

Housekeeping - Volunteers must regularly clean up their work areas and dispose of all waste and rubbish, removing surplus materials and equipment no longer required for the job.

Personal Items - Volunteers are responsible for the care of their own personal items.

Workplace signs - It is important that you familiarise yourself with these signs and always obey them.

Breaches of your Responsibilities

In your capacity as a Volunteer (excluding Legatees), you are subject to the directions and management of the designated staff member.

Where you are in breach of your responsibilities, you will be open to disciplinary action, including the termination of your Volunteer involvement with Melbourne Legacy. For Legatees, disciplinary action will be in line with the Rules of the Melbourne Legacy Club.

Any disciplinary action will depend on the severity, nature and circumstance of the breach.

Breaches of the law will be reported to the authorities.

Volunteer information Collection Notice

1. *In applying to provide services to Melbourne Legacy, you will be providing Melbourne Legacy with personal information.*
2. *If you provide us with personal information, for example your name, address and contact details we will collect the information in order to register your details as a Volunteer providing services to Melbourne Legacy.*
3. *Melbourne Legacy's Privacy Policy sets out how you may seek access to your personal information and how you may complain about a breach of the APP's (Australian Privacy Principles).*
4. *We will only disclose this information to a third party with your consent or if it is required by law.*
5. *Melbourne Legacy may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside of Australia.*
6. *If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to Melbourne Legacy and why, that they can access that information if they wish and that Melbourne Legacy does not usually disclose the information to third parties, unless required by law.*



MELBOURNE LEGACY

Volunteer Details Form

Given Name: _____ Surname: _____

Address: _____

Phone number (home): _____ Mobile: _____

Email address: _____ DOB: ____ / ____ / ____

Note: Date of Birth is for the purposes of the WWCC check

Emergency Contact Details

Name: _____

Contact number: _____

Please provide a copy of your WWCC Check Card containing photo ID/Police check (as required).

Please tick to confirm

- I have read and understood the information provided in the Volunteer Rights and Responsibilities and information documents and agree to abide with the Responsibilities.
- I agree to take all reasonable steps to protect my own health and safety and take reasonable care that my acts or omissions do not adversely affect the health and safety of other persons.
- I have read and understood the Child Safety information and the Melbourne Legacy Beneficiary and Child Safety Policy.
- I agree to keep confidential any personal or sensitive information I become aware of through my involvement in Melbourne Legacy.
- I have completed any required Volunteer induction.

Name: _____

Signature: _____

Date: ____ / ____ / ____