

ADHOC VOLUNTEER DETAILS FORM



Canteen provides life-changing support that gets young people through a world turned upside down by cancer.

PERSONAL DETAILS

Family Name: _____ Given Name: _____

Title: _____ Gender: _____

Home Address: _____

Suburb: _____ State: _____ Postcode: _____

Mobile Phone: _____ Date of Birth: _____

ALLERGIES/MEDICAL CONDITION(S):

DIETARY REQUIREMENTS:

EMERGENCY CONTACT DETAILS

Family Name: _____ Given Name: _____

Relationship: _____ Mobile: _____

EVENT/PROGRAM DETAILS

Event Name: GOLD COAST TITANS RAFFLE **Date:** Sunday 29 March (2.45pm - 5.15pm)

Volunteer role: RAFFLE TICKET SELLER

SHARING OF CONTACT DETAILS

I authorise Canteen's People and Culture team to disclose your home address, email and mobile phone number to Canteen staff for business purposes only.

CANTEEN CLOTHING

You will be provided with a Canteen t-shirt to wear for the duration of the event.

Preferred t-shirt size: _____

WORKING WITH CHILDREN CHECK (Desirable)

WWCC Number : _____ Expiry Date: _____

IN OFFICE ONLY

Manager approval: _____ Date: _____

Head/Exec approval _____ Date: _____

ADHOC VOLUNTEER AGREEMENT

Volunteering with Canteen is an inspiring, rewarding and purposeful opportunity to help support young people when cancer turns their world upside down.

Our volunteers are an integral part of our service delivery programs, fundraising and research initiatives, creating a safe and supportive environment for our young people to take a break from the day-to-day pressures of cancer.

We aim to hire volunteers who align with our organisational values.

WE EMPOWER - WE CONNECT - WE ARE REAL - WE CHALLENGE

Safeguarding Children and Young People Statement of Commitment

Canteen is committed to creating an organisational culture that prioritises the safety and well-being of children and young people. Canteen acknowledges its responsibility to comply with the Child Safe Standards and will ensure adherence to the standards via the development and application of child-safe policies and procedures.

Canteen has a zero-tolerance approach to any form of harm, risk of harm, abuse and neglect to a child or young person and puts child safety at the centre of everything it does. Canteen requires that all cases where a child or young person (under the age of 18) is being harmed or is at risk of harm are reported.

Canteen is committed to ensuring the safety and wellbeing of all children and young people who access its services, and believes that all children and young people, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, intersex variation, family or social background have equal rights to protection from harm, risk of harm, abuse and neglect.

Anyone working, volunteering or employed as a clinical contractor at Canteen (herein 'team members') are responsible for the care and protection of children and young people, and reporting information about harm, risk of harm, abuse and neglect.

Canteen will create a child safe environment that:

- Encourages open communication with children and young people
- Prioritises the voice of the child or young person
- Provides the mechanisms and empowers children and young people to speak up about what makes them feel safe
- Enables children and young people to raise concerns about their safety and welfare
- Has clear and well-understood systems in place for responding to, reporting, capturing, and monitoring allegations of harm, risk of harm, abuse and neglect
- Will comply with requests from investigating agencies
- Minimises the opportunity for abuse to occur (including physical and online environments)
- Displays commitment to child safety on Canteen's website and materials, and provides further information on the child safeguarding policy suite when requested
- Actively gives children and young people the opportunity to provide their feedback per the Complaints and Feedback Policy.
- Canteen will implement systems which protect children and young people from harm and risk of harm including, maintaining, and improving policies, and practices, and fostering a culture of safeguarding children and young people.

ADHOC VOLUNTEER AGREEMENT

Child Protection Assurance

By accepting this role, you are taken to have given Canteen Australia the assurance that you have not been and do not intend to be:– Found guilty by a Court of a sexual offence against the person of a student or child; or– Dismissed from any employment on the grounds that you were/are involved in improper conduct of a sexual nature with a student or child; or– Retired or resigned from any employment following allegations that you were involved in improper conduct of a sexual nature with a student or child; or– Advised by any employer that your name is included on a list of those not to be employed in a child-related area of activity. If you cannot give this assurance, you should not accept the role as a Canteen ADHOC VOLUNTEER.

Volunteer Code of Conduct

A volunteer must not enter or have any engagement of any sort with a young person receiving Canteen services or who has exited the organisation outside of designated Canteen programs and events. This includes exchanging phone numbers, email addresses and/or initiating interactions online or in social media networking environments.

Canteen wishes for volunteers to feel free in their choice of worldviews, however, no volunteer AT ANY TIME is to pressure a young person, employee, fellow volunteers or health professionals regarding their choice of worldview while employed as a volunteer for Canteen.

A volunteer must not provide an opinion regarding a young person's or family's treatment choice, nor promote particular treatment choices that they or other young people/families, employees/staff, Health Professionals or fellow volunteers engage with.

A volunteer must not act as a counsellor, doctor, therapist or in any other professional capacity that is not within their stated roles as a volunteer for Canteen.

A volunteer must be impartial, non-judgemental and non-discriminatory towards all young people, families, staff/employees, health professionals and fellow volunteers of Canteen.

A volunteer must adhere to the various policies of Canteen as amended whilst on programs or whilst serving Canteen in any way.

A volunteer must respect the individuality, dignity and rights of each and every young person, family, staff/employees, health professional's and fellow volunteers of Canteen. Be inclusive and respectful at all times.

A volunteer must not share confidential information relevant to young people, families, staff/employees, health professionals and fellow volunteers of Canteen without their consent except when compelling legal, medical or ethical reasons exist. In these circumstances, the volunteer must inform their Coordinator and the National Volunteer Manager.

A volunteer must not exploit professional relationships with young people, family, staff/employees, health professional's and fellow volunteers of Canteen for personal gain/advantage.

A Volunteer must not accept any monetary remuneration for their services to Canteen except where prior agreement has been made with the relevant Department Manager and National Volunteer Manager.

Canteen Volunteers must not respond to enquiries on social media channels on Canteen's behalf.

Confidentiality Declaration

Canteen is committed to protecting the privacy and confidentiality of our young people, their caregivers, parents, friends, donors, team members, volunteers, corporate supporters, third party suppliers and customers, and complying with our obligations including those in the Australian Privacy Principles and the Privacy Act 1988 (Cth), as well as under the National Safety and Quality Digital Mental Health Standards ('DMH Standards').

I recognise that as a Canteen ADHOC Volunteer I may learn certain facts and have access to records that are of highly personal and confidential nature. I understand that such information, which may include medical condition and treatment, relations with family members, names and addresses of individuals and their friends and family, and other records pertaining to Canteen Team Members and clients is Confidential Information. I agree that I will not disclose any Confidential Information to any person who is not employed by or a Canteen Team Member.

Diversity Statement

Canteen welcomes people with diverse sexualities, gender identities and intersex variations and from all cultures, backgrounds and abilities. We believe that diversity in all its forms is a strength and are committed to working towards being an organisation that is inclusive of all individuals, so we can create a more vibrant and innovative culture. Our Diversity and Inclusion Framework will guide our progress in creating an environment where all young people, families, volunteers, stakeholders, and staff feel valued, respected, and supported, ensuring everyone has an equal opportunity to succeed at Canteen.

ID DECLARATION

I will only wear my Canteen shirt and ID lanyard when representing Canteen at authorised events. I will adhere to the appropriate behaviour as outlined in the Code of Conduct for Canteen Volunteers. I will maintain the strictest confidentiality about the children, young people and their families. I agree the ID lanyard and all Canteen branded clothing and uniforms are the property of Canteen and that if/when I cease to be a Canteen Volunteer, I will return all items to my local Canteen Office.

I accept that should I behave in a manner which is not in accordance with the code of conduct or unbeneficial to Canteen that my Canteen Volunteer status may be terminated.

I agree to the all the Terms and Conditions as stated in this form.

SIGNATURE

Volunteer name : _____ Date: _____

Signature: _____

IN OFFICE ONLY

National Volunteer Advisor _____ Date: _____