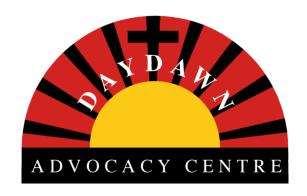
## DAYDAWN ADVOCACY CENTRE ADVOCACY CENTRE

Unit 9 / 5 ABERDEEN STREET,
PICCADILLY SQUARE CENTRAL, PERTH



# VOLUNTEER CODE OF PRACTICE

#### **Volunteer Code of Practice**

As a volunteer at Daydawn Advocacy Centre, you have rights and responsibilities. These guidelines encourage volunteers to work in a collaborative manner together in solidarity to improve the aims and goals of Daydawn Advocacy Centre.

#### **Values and Attitudes**

As a volunteer, I will:

- \* Recognise my own motives and volunteer to a job that suits my personal preferences, motivation, skills, experience and qualifications.
- \* Know my Director and know how to contact her.
- ❖ Say NO to any request against my wishes or if I do not feel comfortable with.
- ❖ Be willing to undertake relevant training and opportunities for personal development.
- Seek assistance, guidance or information where necessary within Daydawn Advocacy Centre setting.
- ❖ Take responsibility for my spiritual development, by seeking support and guidance.
- **!** Ensure I have the time necessary to take on the volunteer position.
- ❖ Give feedback on issues and concerns in the best interest of Daydawn Advocacy Centre.
- ❖ Know myself as a valued team member with the right to contribute to decisions which may affect my work.
- ❖ Value and support other team members

#### **Occupational Health and Safety**

As a volunteer, it is my responsibility to:

- ❖ Be aware of safety, care and OHS issues for myself and the visitors.
- ❖ Be given a copy of Daydawn Advocacy Centre's volunteer policies and procedures and abide by them.
- ❖ Abide by the rules and regulations of Daydawn Advocacy Centre.
- Use reasonable judgement in making a decision and check with the Director if unsure.
- \* Report any incident involving occupational health and safety to the Director that presents a risk.

#### **Work Practice**

As a volunteer, I will:

- ❖ Maintain confidentially of discussions, issues, information generated in and through Daydawn Advocacy Centre (refer to Privacy Amendment Act 2000).
- \* Respect other volunteers and visitors.
- **&** Be reliable, trustworthy and dependable.
- ❖ Be given adequate guidance, support and training.
- ❖ Be given accurate and truthful information about Daydawn Advocacy Centre.
- ❖ Carry out all tasks that I agreed to do, responsibly and ethically.
- ❖ If unable to attend, give adequate notice for the Director to find a replacement.
- \* Recognise, respect and value the rights, privacy and dignity of visitors and fellow members.
- ❖ Be punctual and attend Daydawn Advocacy Centre at the time that I have agreed upon.
- ❖ Give advance notice when changing circumstances will affect my capacity to volunteer.

#### Daydawn Advocacy Centre will:

- Provide adequate support, guidance and training.
- ❖ Provide me with accurate and truthful information about Daydawn Advocacy Centre and my duties/tasks.
- Listen to and resolve, as far as is practicable, my concerns and complaints.

### **DAYDAWN ADVOCACY CENTRE**

## **Registration Form for Volunteers**

The information requested on this form will help us to become familiar with you and your interests and will be kept for record purposed only.

Name :	Age :
Address :	
	Postcode :
Telephone : (A/H)	(OH)
Mobile :	Email :
Hobbies/Special Skills/ Tra	aining courses completed:
Have you any special heal	
Name and emergency con	tact number:

I would like to offer my services as a volunteer for a period of: (Please circle)						
1	3		6	12	month(s)	
Comme	ents :					
<b>My pret</b> (Please		s of volun	teering are:			
			Afternoon			
	Monday	Tuesday	Wednesday	Thursday	Friday	
Centre a	and underst	tand my rigin		for Daydawn		
Signed	·	, as a volui		)atad ·		