

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 confidentiality 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/ Training courses completed:

Have you any special health needs:

Name and emergency contact number:

I would like to offer my services as a volunteer for a period of:
(Please circle)

1 3 6 12 month(s)

Comments : _____

My preferred hours of volunteering are:
(Please circle)

Afternoon

Monday Tuesday Wednesday Thursday Friday

I _____ have read the Volunteer's Code of Practice and Volunteers Guidelines for Daydawn Advocacy Centre and understand my rights and responsibilities as a volunteer.

I am aware of the mission of Daydawn Advocacy Centre and I would like to offer my services as a volunteer.

Signed : _____ **Dated :** _____