



Duntroon Community Centre  
Gymkhana Road  
Campbell ACT 2612  
Ph. 02 6265 9411

Email: [admin@duntrooncommunitycentre.org.au](mailto:admin@duntrooncommunitycentre.org.au)  
[playschool@duntrooncommunitycentre.org.au](mailto:playschool@duntrooncommunitycentre.org.au)  
[www.duntrooncommunitycentre.org.au](http://www.duntrooncommunitycentre.org.au)

## VOLUNTEERS NOMINATION FORM 2018

**The Duntroon Community Centre welcomes volunteers and we value the support they provide to the children and educational program.**

Please read the following document and provide all information required before signing the form. Please ask staff of the Community Centre if you have any questions.

1. The duty of care owed to students attending the Duntroon Playschool requires that all persons working with children, including volunteers, promote a safe environment and a positive educational climate. Volunteers are asked to comply with the Code of Conduct for Volunteers
2. Any person with serious convictions, circumstances or reasons that might preclude them from working with or near children and young people **MUST** discuss these issues with the staff or Executive Committee before signing this document. See reverse of sheet for a description of relevant charges and convictions.

**Family Name**                      **Given Name**                      **Child's Name** .....

.....

**Reason for nominating as a volunteer in this Centre**

Home Address

Parent/Carer/Relative of child

.....

Close link to child

.....

.....

Contact Details

(Home phone).....

(Work phone).....

(Mobile phone).....

I agree to comply with the Code of Conduct for Volunteers as written below.

I am aware that I need to sign in the start time and finish time of each visit and report any incidents or injuries to the Coordinator or supervising teacher.

I have had NO relevant or serious charges or convictions against me that may preclude me from working with or near children OR I have confirmed with the staff/committee that any charges against me will not preclude me from working with children. (This includes serious traffic offences)

Signed.....Date.....

We hope that your time spent as a volunteer is enjoyable and rewarding. Thankyou

## **CODE OF CONDUCT FOR VOLUNTEERS**

Volunteers have a special place in the Centre and the Playschool, and assist in a variety of ways. This may include interaction with individuals or small groups of children in a range of different activities.

To assist the Centre in providing a safe environment and a positive educational climate, volunteers are asked to comply with the Code of Conduct for Volunteers. This code of conduct has been formulated to clarify the type of conduct that is expected of volunteers when participating in programs and activities within the Duntroon Community Centre

- Observe similar standards of behaviour and ethical conduct to that required of staff. For example you are expected to act within the law, be honest and fair, respect other people (Including children), and work to the best standard of your ability.
- Appreciate that the staff have a special duty of care for the children that cannot be delegated or transferred to others.
- Appreciate also that the Coordinate is the spokesperson for the Centre
- Appreciate that the children have rights and aspirations. Treat the children with dignity and respect.
- Observe confidentially in respect of all information gained through your participation as a volunteer. All information held by the Centre should be handled with care. Some information is especially sensitive. Sensitive and/or personal information requires additional caution in the way it is treated. For example, volunteers should not discuss nor disclose personal information about children, staff or children's parents/carers to others
- Accept and follow directions from the staff of the Centre and seek guidance through clarification where you may be uncertain of tasks or requirements. You may need to familiarise yourself with the Centre's policies and guidelines on particular issues.
- Observe safe work practices which avoid unnecessary risks, apply reasonable instructions given by staff and report to the staff any hazard or hazardous practice in the workplace.
- Report any problems as they arise to the staff including incidents, injury or property damage.
- Avoid waste or extravagance and make proper use of the resources of the Centre

### **Information for Volunteers Completing the Volunteer Nomination Form**

#### **Why complete the Volunteer Nomination Form?**

The Office of Children, Youth and Family Support and the Duntroon Community Centre supports actions which enable children to work, learn and play in a safe, well organised environment which promotes educational climate. All persons working with children are required to affirm that they have a personal history with no incidents, charges or criminal convictions that may preclude them from working with children. As a volunteer you are not obliged to reveal details of these events. However, if you do not complete all sections of the Volunteer Nomination Form the Centre may decline your offer to work with the children. The acceptance of the services of a volunteer and the termination of the arrangement is entirely within the discretion of the teacher or coordinator of the Centre.

#### **Do I have to disclose details of my personal history?**

Volunteers may work with children when there is a personal history that includes minor incidents that do not bear any relevance to their work with children and young people. Minor incidents and individual traffic violations do not need to be revealed. To decide whether more serious incidents, charges, criminal convictions (including serious traffic offences), or other matters are relevant, you MUST discuss these with the Coordinator or teacher before completing this section of the form.

#### **Will I be able to work with children if I disclose a conviction?**

The disclosing of a conviction may not prevent volunteers from working with children. Many persons have convictions for minor offences, often having occurred a number of years in the past, or for minor traffic offences. Convictions relating to more serious offences will be assessed on a case by case basis but may not necessarily preclude a person from working with children. Offences that may preclude a person from working with children include a history of:

- Drug related offences;
- Violence related offences; or
- Serious traffic offences (where the volunteer is required to transport children by car)

However, as previously mentioned each case will be assessed on an individual basis, with consideration given to the seriousness of the offence and the time elapsed since the offence. Volunteers will be afforded the opportunity to discuss disclosed charges and/or convictions with the staff and committee of the Duntroon Community Centre.

Persons who have been convicted of the following kinds of offences would only be accepted as volunteers in exceptional cases:

- A sexual offence; or
- Other offence if the victim was under 18 at the time the offence was committed

#### **What will happen to the information I disclose?**

Any information you provide will be treated by the Centre as confidential and treated as such in accordance with the Privacy Principles as outlined in the *Privacy Act 1988 (Cth)* to which the Duntroon Community Centre complies with. This information will not be used or disclosed for any other purposes other than in the assessment of you suitability to work with children and young people as a volunteer with and for the Duntroon Community Centre.

**The Duntroon Community Centre appreciates your assistance in helping us to ensure, as far as is possible, that the Centre is a safe, well organised environment for children**