



**Gig Buddies  
Volunteer code of conduct**

As a volunteer with the Gig Buddies project, you commit to the following code of conduct.

I commit to:

- Carrying out my volunteering activities to the best of my ability.
- Helping the Gig Buddies project fulfil its objectives.
- Being an ambassador for the Gig Buddies project and promoting the rights of people with learning disabilities.
- Working within Gig Buddies' Volunteer Policy (full version available online or by request).
- Upholding confidentiality regarding information about the Gig Buddies project and its service users.
- Disclosing any conflict of personal and/or business interest(s) in relation to the project and clients.
- Treating others fairly and equally.
- Meeting my time commitments and work to standards agreed and give reasonable notice so other arrangements can be made when this is not possible.
- Attending training, supervision, and support sessions where agreed.
- Enhancing the Gig Buddies project reputation when I am representing Gig Buddies in public.
- Seeking the support of my designated volunteer manager if I require support with my role or am uncomfortable in any situation.

The Gig Buddies project facilitators value the role of its volunteers and as such, expects volunteers to adhere to all policies. This is out of respect to all volunteers and users of our services.

Signed.....

Name.....

Date.....



## Gig Buddies Volunteer Policy

### 1. Purpose

This policy provides guidelines regarding the Gig Buddies project's position on volunteers. It defines the role of the volunteer and outlines the responsibilities for the management of volunteers. A written policy gives formal recognition to the importance of volunteers and ensures that the mutual responsibilities are known and met when volunteers undertake their role.

*Definition: Volunteers are people who undertake work on behalf of others outside the family, in their own free time, unpaid and because they have chosen to do so.*

Volunteers undertake supplementary and additional tasks to paid staff, but do not replace paid staff. Volunteers bring added value to the Gig Buddies initiative and are essential to ensuring that the project fulfils its purpose.

### 2. Responsibilities

All volunteers and Gig Buddies staff are required to adhere to this policy and fully co-operate with the administrative systems. Gig Buddies project facilitators will ensure that:

- a) Volunteers are involved in the most appropriate activity.
- b) Volunteers are welcomed and made aware of their role.
- c) Volunteer's skills are successfully utilised by appropriate selection, training and support.
- d) Training, supervision and ongoing support is provided by Gig Buddies staff.
- e) Volunteers will be given appropriate emergency contact numbers and relevant procedures to follow in case of an emergency situation. Individual emergency procedures will be agreed upon, on an individual basis at induction and reviewed through supervision by the Gig Buddies team.
- f) Volunteers acquire two personal references and a NDIS Worker Screening Check for safe working with people with disabilities.
- g) When volunteer and/or participant disclose health issues, the Gig Buddies team discuss any implications or support needs of the volunteer and/or participant.
- h) A "pairing meeting" is conducted in order to discuss the buddy friendship, complete a risk assessment and buddy agreement.
- i) Staff respect the confidentiality of information and elicit the volunteer's express permission before sharing information.
- j) Volunteers respect the confidentiality of information about their gig buddy and elicit the gig buddy and/or family's express permission before sharing information.
- k) The volunteer's personal and/or business interests do not conflict with their volunteer role within the Gig Buddies project.
- l) Suitable tasks with sufficient challenges are provided to sustain interests of each volunteer.
- m) Volunteers are covered by public liability insurance when out with their buddy.
- n) Volunteers and staff are aware of, and adhere to, health and safety procedures in compliance with the organisation's policies.

A general rule of thumb is that volunteers enjoy the same rights as paid staff whilst adhering to the general expectations of paid staff.

If you wish to know more, a detailed Gig Buddies Volunteer Policy, including; Human Rights, Code of Ethics and Conduct, Duty of Care and Dignity of Risk, and Abuse, Assault and Neglect Response Policies is available by request or online.

\* NDIS Worker Checks (NDISWC) are undertaken when a potential buddy match has been made. (According to <https://www.nfplaw.org.au/backgroundchecks>) There are legal protections against discrimination on the basis of criminal record, and you should only refuse an applicant on the basis of a criminal past when you believe that the prior offence prevents the applicant from performing the 'inherent requirements' of the position.