



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:

- Carry out my volunteering activities to the best of my ability and perform duties with skill, honesty, care and diligence
- Act and maintain a high standard of integrity and professionalism
- Help the Gig Buddies project fulfil its objectives
- Be an ambassador for the Gig Buddies project and promote the rights of people with learning disabilities
- Be considerate and respectful of the environment and others, and to treat staff, participants and other volunteers with fairness, courtesy, consideration, dignity and respect
- Uphold confidentiality regarding information about the Gig Buddies project and its service users
- Avoid apparent conflict of personal and/or business interests and promptly disclose any conflict to Gig Buddies staff
- Not offer or accept money except when buying or reimbursing for tickets
- Uphold duty of care, act responsibly and be “fit for duty”, i.e. not volunteering while affected by drugs or alcohol
- Attend relevant training, supervision and support sessions
- Meet time commitments and work to standards agreed and give reasonable notice so other arrangements can be made when this is not possible
- Abide by policies, procedures and lawful directions that relate to your volunteer role with Gig Buddies and ACL Disability Services
- Seek the support of designated hub coordinator or project officer if support is required with role or are uncomfortable in any situation

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

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. 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) Volunteers of Gig Buddies do not provide paid support to Gig Buddies participants, approach participants for paid support, or refer other volunteers for paid support.
- m) Suitable tasks with sufficient challenges are provided to sustain interests of each volunteer.
- n) Volunteers are covered by public liability insurance when out with their buddy.
- o) Volunteers and staff are aware of, and adhere to, health and safety procedures in compliance with the organisation's policies.
- p) Volunteers do not offer or accept money.
- q) Volunteers uphold their duty of care, act responsibly and be "fit for duty", i.e. not volunteering while affected by drugs or alcohol.

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.